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ABSTRACT

This first compilation of statistics for special libraries serving state government agencies is based on data supplied by 1,134 comprehensive reference, law and legislative, and technical and specialized libraries in response to a mail questionnaire. Twenty-one tables display data on library materials, staff, finances, and services. Analysis of the data reveals that these libraries hold 19 million books, 3.3 million periodical volumes, 8 million government documents, and 9 million microforms: employ 4,471 persons, 46 percent of whom are professionals: expend $87 million, of which 45 percent is for salaries, 17 percent for library materials, and 35 percent for all other: and loan 9 million items per year, answer 9 million queries, and are net lenders at a 3:1 ratio. The basic tables referred to in the text are listed with information for ordering, but are not included. The survey questionnaire is appended. (RAA)

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Special Libraries Serving State Governments

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Highlights

In 1978, data were secured by mail questionnaire from 1,134 special libraries serving state government agencies, the first compilation of statistics for this group of libraries. Of the 1,134 Comprehensive Reference and Law and Legislative libraries were 12%, institutional libraries 35%, and technical and specialized libraries 52%.

These libraries held 19 million books (8 million titles), 2 million bound and 1.3 million unbound periodical volumes, 8 million government documents, almost one million book and periodical titles in microform plus 6 million other pieces of microform, 0.8 million titles of audiovisual materials, and 3 million titles of all other materials. The total holdings of all materials is estimated to be 42 million items of which 66% were in the Comprehensive Reference and Law and Legislative, 7% in the institutional, and 27% in the technical and specialized libraries.

There were 4,471 employees in full-time equivalent, of whom 46% were librarians or other professionals, 53% clerical and other support staff, and 1% building maintenance workers. The overall ratio of professional to clerical employees was 1:1.2. Of the 2,064 professionals, 32% were men and 68% women. Of all 1,134 libraries, 45% were run by a person with a library school education, and 20% by a person with less than a full college education.

Total expenditures for these libraries were $87 million, with an average per library of $77,000 and a median of $17,000. Of this total, 48% went for salaries of professional and clerical employees, 17% for library materials, and 35% for all other expenditures. The ratio of expenditures for salaries to expenditures for materials was three to one.

More than two-fifths of these libraries were not open to the public. All of them together reported about 9 million loans per year, and about 5 million reference and 4 million directional questions answered. The number of items photocopied for patrons was more than four times the number of loans, plus another 7 million photocopies sent in lieu of loan. These libraries as a group were net lenders - 740,000 items sent and 250,000 received; and with photocopies added, 7.4 million sent and 2.7 million received.

Chapter 1. Introduction

For many years the National Center for Education Statistics (NCES), and its lineal predecessors in the US Office of Education, have collected and published statistics on academic, public and school libraries. These series constitute some of the most important sources of data in librarianship, in part because they were bench-mark surveys of the whole population of libraries, or carefully selected and representative samples of a known population. In the development of these statistical series, the Learning Resources Branch of NCES has developed the Library General Information Survey (LIBGIS) pattern of an integrated system of core questions repeated in the surveys of different types of libraries, with special non-core questions for each different type.

However the one type of library for which no systematic or repeated surveys have been done was the special library. In an effort to fill this gap, NCES in recent years has conducted questionnaire surveys of various different sub-groups of special libraries, e.g., state library agencies, Federal Government libraries, and special libraries at the state government level. The results of this last survey constitute the basis of this report.

The survey instrument (reproduced here as an appendix) was sent out in 1978, and asked for data for fiscal 1977. The form was sent to 1,400 libraries known or thought to be eligible; usable responses were received from 1,134 or 81%. This was the first time this set of libraries had been surveyed, and some of the non-respondents undoubtedly were libraries which do not belong in this group. The completed forms were reviewed and the responses put on computer tape, and 14 basic tables

prepared, in part by the Ohio State Library. In the fall of 1979, NCES asked the Library Research Center of the University of Illinois to complete the study; the offer was accepted and this report is the result.

It should be made clear that the people at the Library Research Center have never gone back to the original responses or gone behind the computer tape of coded data which was supplied by NCES. We have noticed for example that tables of data for the individual states do not include Michigan. According to NCES, several follow-up efforts failed to elicit responses from libraries in that State. Furthermore, NCES provided us with Tables 1-14 and we have used them without change (except Table 4 for which we completed the percentiles by hand and kept only the totals for the 15 types of libraries). The rest of the tables and all of the report are the responsibility of the Library Research Center.

Tables 1 to 3 in the appendix, constitute the institutional data. Every one of the 1,134 respondents is listed in each of the three tables, first alphabetically by state and then alphabetically by the name of the library. Column (2) of Table 11 shows the distribution of respondents by state. The average per state is 23, the median 19, and the range from 3 (in the District of Columbia and Rhode Island) to 74 (in Illinois). Each respondent was asked (see Part I on p. 1 of the survey form) to indicate in which of 15 types of libraries it fell.

The results are to be seen in Table 1-1; the average number of libraries by type is 76, the median 62, and the range from 9 (All Other Institutions) to 159 (Education). This wide range both in distribution by state and by type suggests that a number of eligible libraries have been missed, and that has been the experience in the first comprehensive survey of Federal Government libraries (1).

Table 1-1. Distribution of Respondents by Type of Library

Type of Library	No. of Respondents	Percent of Total
1. Comprehensive Reference	34	3%
2. Health Science	152	13
3. Engineering Science	62	6
4. Agriculture and Forestry	12	1
5. History	31	3
6. Commerce and Industry	38	3
7. Environment	40	4
8. Education	159	14
9. Welfare	22	2
10. All Other Specialized Types	77	7
11. Law and Legislation	107	9
12. Adult Corrections	136	12
13. Juvenile Corrections	104	9
14. Hospital	151	13
15. All Other Institutions	9	1
Total	1,134	100%

Four types of libraries (Education, Health Science, Hospital, and Adult Corrections) account for more than half of the total respondents. But it will be seen later that Comprehensive Reference libraries usually account for about half of all resources; these are general state libraries,

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(1) National Center for Education Statistics, Survey of Federal Libraries: Fiscal Year 1972 (NCES 75-184; GPO, 1975) 237 p.

though some state libraries are classified under Law and Legislation (e.g., Iowa), and no entry appears for the state library of other states (e.g., Vermont). It is also apparent that institutional libraries (i.e, Corrections, Hospitals, etc,) are clearly different from technical and specialized libraries. We shall therefore tend to summarize the survey results in terms of three main groups, viz., Comprehensive Reference and Law and Legislation libraries (141 or 12%), for ease of reference to be called Group A; institutional libraries (400 or 35%), Group B; and all technical and specialized libraries (593 or 52%), Group C.

There are 73 numbered questions on the survey form, including 7 (nos. 48-54) which were used at the request of the National Library of Medicine and the National Agricultural Library. Tables 1 to 3 provide data for each respondent on 21 items or 32% of the 66 topics of general interest on the questionnaire. Of these 21, 6(28%) deal with staff, 5(24%) with finances, another 5(24%) with materials, and 5 more (24%) with type of library, hours open per week, number of reader seats available, and interlibrary loans provided and received. Only the last two items (10% of the institutional data elements) are measures of output or service rendered. Of all 66 questions of general interest on the survey form, only 12(18%) are in any way measures of output (6 deal with interlibrary loan, 2 with photocopies for readers, 2 with reference questions, one with direct circulation, and one with public access to the library). Of the other questions, 17(26% of 66) concern finances, 12(20%) library materials, 10(15%) staff, and 14(21%) several other topics.

This emphasis on inputs and resources is characteristic of state and federal general surveys of libraries. Though output or service

rendered (or even better the effect on the user of service rendered) is clearly more important, it is also much more difficult. In part this difficulty arises from the fact that measures of services (and the effects of service) require data or responses from individual users; this complicates the reporting process and requires that libraries know more than a year in advance what data from users will need to be collected. However it is not an impossible task, and of course use of a sample of respondents is indicated. In any case it must be said that agencies (like NCES) which compile library statistics on a recurring basis have an obligation to increase the attention given to measures of output. At that, the questionnnaire used for this survey of special libraries at the state level is more advanced than those used in other library surveys, in that only 3 of 12 measures of output on this form are in the LIBGIS core (nos. 55-57 on p. 4).

The natural comparison group for these libraries at the state level consists of the special libraries in the Federal Government. The 1972 Survey of Special Libraries will be used extensively in this report for this purpose, especially insofar as we can delete the data (a) for the Federal educational and quasi-public libraries which have no counterpart in the data from the present survey, and (b) for the three national libraries which of course correspond to the Comprehensive Reference libraries but are so much larger that they distort the picture. This leaves a total of 922 Federal libraries - 213 penal and hospital libraries (or 23%), and 709 health, science, and other technical libraries (77%). When we compare the forms used in the two surveys, furthermore, we find that of the 66 general interest questions in the state-level survey, 33 (50%) are matched almost exactly and 7 more (10%) are approximately the same. The Federal survey form has only a few questions (mostly on

library activities, in sec. 10) not asked in the state survey; the latter asked questions in several different areas not used in (and in some cases not relevant to) the Federal survey.

The discussion that follows proceeds by major topic, viz., materials, staff, finances, and services in that order. Summary tables in the text are identified by having two numbers, the chapter number and the number of the table in that chapter; thus Table 3-4 is the fourth table in Chapter 3. Reference tables in the appendix have only one identifying Arabic number each.

Chapter 2. Library Materials

The effectiveness of a library depends in general on three main factors - its physical quarters, its collection of materials, and the staff. What little information was gathered in this survey about physical quarters will be presented later in Chapter 5 on services. Discussion of the findings on staff comes in Chapter 3. Here we will consider the full range of materials (both volumes and titles, and both the total number held and the number added - as appropriate) first for books, then for periodicals, for government documents, for microforms, for audiovisuals, and for all other types.

Sec. 1. Books

The 1,134 special libraries serving at the state government level had a total of 18,910,799 books at the end of fiscal 1977, or an average of 16,676 volumes. The range is from zero (in 83 cases or 7% of the total) to 1,637,000 in the New York State Library. Table 2-1 shows the average.

Table 2-1. Average Number of Volumes of Books in Each Main Type of Library, and Number Added in 1977.

Type of Library	Average No. of Volumes	Books Added Average	Books Added % of No. Held
1. Comprehensive Reference	244,551	9,037	4%
2. Health Science	4,326	291	7
3. Engineering	7,212	462	6
4. Agriculture and Forestry	4,885	304	6
5. History	36,194	839	2
6. Commerce and Industry	2,959	389	13
7. Environment	12,949	1,015	8
8. Education	4,715	257	5
9. Welfare	2,161	157	7
10. Other Technical Types	7,329	385	5
11. Law and Legislation	36,232	730	2
12. Adult Corrections	9,165	1,238	14
13. Juvenile Corrections	4,026	401	10
14. Hospital	4,909	297	6
15. Other Institutions	3,920	556	14
Total	16,676	773	5%

number of volumes in each of the 15 types of libraries. The dominant size of the Comprehensive Reference libraries is clear: they had an average of about 245,000 volumes whereas all the other 1,100 libraries had an average of 9,633 volumes. The average number in Group A (Comprehensive Reference, and Law and Legislation) was about 86,500, in Group B (all institutional libraries) 6,100, and in Group C (all the technical and specialized libraries) about 6,300. When we compare the 1972 book stock of Federal libraries with the 1977 data for corresponding groups of state-level libraries (see Table 2-2), it is only in Adult Corrrections and Health Science libraries that the state average exceeds the Federal. It is undoubted that these groupings are not exactly comparable, but the order of magnitude of the differences are probably correct.

Table 2-2. Average Number of Books in Selected Types of Libraries at the Federal and State Levels

	Federal Level (1972)		State Level (1977)	
Type of Library	No. of Libraries	No. of Books	No. of Libraries	No. of Books
Adult Corrections	19	7,335	136	9,165
Hospital	178	8,271	151	4,909
Health Science	221	4,120	152	4,326
Engineering	209	19,378	62	7,212
All Other Technical Libraries	139	36,068	379	8,400

All 1,134 state-level special libraries added 877,000 books in 1977, or 5% of the total held (see Tables 6 and 2-1). As might be expected, those types of libraries with large stocks added small percentages (e.g., History, Law and Legislation, and Comprehensive Reference). The institutional libraries (Group B) added an average of 11%, Group C (technical and special) an average of 6%, and Group A (Comprehensive Reference, and Law and Legislation) 3%. The Federal survey did not ask for this information.

There were about 8,114,000 titles in the book collections of these 1,134 libraries (see col. 6 of Table 6), an average of about 7150 per library. Comprehensive Reference libraries held a smaller percentage of all titles (34%) than of volumes (44%). Adult Corrections libraries are second with 12% of all titles held. Group A held 44%, Group B 24%, and Group C 32%. The total number of titles added in 1977 was 6.5% of the total number of titles held; Comprehensive Reference libraries accounted for 24%, and Adult Corrections for 18%; Group A had 31%, Group B 34%, and Group C 35%. Both Education and Welfare libraries added more titles than volumes, and Welfare libraries reported more titles held than total volumes. There may be a logical explanation for this but it raises doubts about the accuracy of the data. The Federal survey combines in one set of figures the number of book titles in hard copy and in microform, while this state level survey reports them separately.

Sec. 2. Periodicals

Data on periodicals were requested under three main headings, viz., bound periodicals, unbound non-current periodicals, and current periodical subscriptions. We shall follow this order, using Tables 7 and 2-3 as the basis for discussion.

Bound periodical volumes in these 1,134 libraries totaled almost 1,925,000, half again the number of volumes of unbound non-current periodicals. Though the average number of bound volumes is 1698, the range is from zero (in 725 libraries or 64% of the total) to 1,050,000 in the New York State Library; the median and modal values are both zero. Comprehensive Reference libraries alone held two-thirds of the total, with the Health Science libraries next with 11%. On the basis of

Table 2-3. Selected Data on
Periodical Holdings by Type of Library

Type of Library	Average No. of Bound Periodical Volumes Held	Added	Average No. of Unbound Non-Current Periodical Volumes	Average No. of Current Periodical Subscriptions
1. Comprehensive Reference	36,032	411	24,928	1,328
2. Health Science	1,337	77	871	118
3. Engineering	540	7	806	90
4. Agriculture and Forestry	133	2	143	84
5. History	4,670	121	508	287
6. Commerce and Industry	122	2	622	69
7. Environment	276	62	555	74
8. Education	142	33	310	59
9. Welfare	77	1	685	50
10. Other Technical Types	147	5	241	82
11. Law and Legislation	1,858	51	97	120
12. Adult Corrections	103	5	123	50
13. Juvenile Corrections	23	13	158	38
14. Hospital	331	9	506	53
15. All Other Institutions	9	3	149	40
Total	1,697	41	1,144	117

the average number of bound periodical volumes per library of each type, Comprehensive Reference libraries are still first, but History libraries are a distant second, followed by Law and Legislation, and then Health Science. The average for Group A is 10,000; for Group B, 165; and for Group C, 734. Group B and C libraries had almost the same average number of books, but the greater reliance of technical libraries on periodicals rather than books appears several times in this section. Similarly in the Federal Government, 197 institutional libraries had an average of 91 bound periodical volumes, and 619 special and technical libraries an average of 5,422.

Comprehensive Reference libraries added more volumes of bound periodicals in 1977 than did any other type of library, both on an absolute and on an average basis. On the average per library, History was second,

and Health Science third. The total average for all 1134 was 41 volumes or 2.4% of the total average held at the end of the year. Group A libraries (Comprehensive Reference, and Law and Legislation) added an average of about 135; Group B (institutions), 8; and Group C (all technical libraries) 41. As might be expected the number of titles is substantially below the number of volumes; the higher the ratio, the longer the average run. Group A libraries had an average of 22 volumes per title; Group B, 1; and Group C, 6. The over-all average number of periodical titles per library, for which bound volumes were held, was 140 which gives an overall ratio of 12 volumes per title.

Unbound non-current periodicals are clearly a major aspect of these libraries' collections. Though the total number of unbound non-current periodical volumes was only about two-thirds the number of bound periodical volumes, in 11 of the 15 types of libraries the former was larger than the latter (compare columns 4 and 8 of Table 7, or columns 2 and 4 of Table 2-3); only Comprehensive Reference, Law and Legislation, History, and Health Science libraries had more bound than unbound volumes. Group A libraries had an average of 6085 unbound non-current periodical volumes, or 60% of their average number of bound volumes; Group B, 277 or 168%; and Group C, 555 or 76%. Similarly, 7 types of libraries had more titles in their stock of unbound periodicals than of bound volumes; this includes two of the institutional types and 5 of the technical types. The overall average number of titles so represented, per library, was 82 or 59% of the average number of titles for which bound volumes were held. Those types of libraries with the highest ratios of periodical titles unbound to those bound were All Other Institutions (17:1), Juvenile Corrections (7:1), and Commerce and Industry (5:1). History libraries had the lowest such ratio, i.e., the number of titles unbound was only 11% of the number bound.

The average number of current periodical subscriptions was 117, with a range from zero (in 150 libraries, 13% of the total) to almost 19,000 in the New York State Library. Comprehensive Reference libraries had by far the largest average number of current subscriptions, followed by History, Law and Legislation, and Health Science. The average for Group A was 274; for Group B, 40; and for Group C, 65. At the Federal level, 197 institutional libraries had an average of 93 current periodical titles in 1972, while 635 technical libraries had 580. In 8 types of libraries, the number of periodical titles currently received exceeded the number represented by either bound or unbound volumes (e.g., Juvenile Corrections, Agriculture and Forestry, and Commerce and Industry); in 7, the number of titles currently received was less (e.g., Comprehensive Reference, Health Science, and History).

Sec. 3. Government Documents

In both the state-level and Federal-level surveys, government documents cataloged and classified separately were to be counted with books. In effect the count of government documents was only the holdings in separate collections, and the resulting data are (to an unknown extent) understatements of the total holdings by these libraries of government publications. Even so the over 8,200,000 documents in the 1,134 state-level special libraries (table 6) makes this the second largest group of library materials, equal to 43% of all books held, and 255% of the number of periodical volumes (bound and unbound together). And the number of documents added in 1977 was 61% of the number of books added that year; in other words, documents added were 6.5% of the number held, while books added were only 5% of the total held (see Table 2-4).

Table 2-4. Averages per Library by Type for Government Documents and Microforms

Type of Library	Average Number of: Government Docs Held	Government Docs Added	Microforms Held: Book Titles	Microforms Held: Periodical Titles	Microforms Held: All Other Physical Units
1. Comprehensive Reference	175,447	12,760	5073	7155	100,837
2. Health Science	78	9	10	89	16
3. Engineering	2,810	95	111	6	773
4. Agriculture and Forestry	143	5	0	0	0
5. History	13,736	507	130	361	24,141
6. Commerce and Industry	887	165	140	4	8
7. Environment	2,377	97	3,129	1	157
8. Education	153	13	1,933	69	5,847
9. Welfare	133	2	4	1	0
10. Other Technical Types	3,826	168	6	*	125
11. Law and Legislation	10,858	481	11	3	6,429
12. Adult Corrections	71	6	10	2	442
13. Juvenile Corrections	14	1	25	7	6
14. Hospital	10	2	1	13	2
15. Other Institutions	0	0	2	0	13
Total	7,234	472	554	250	5,222

* less than 0.5

At the same time the disparity by type of library in the number of documents held was much greater than in the case of books. Comprehensive Reference libraries held 73% of all 8 million documents (and accounted for 81% of the number added) vs. only 44% (and 35%) of books. The survey of Federal libraries asked only for the number of titles of goverment documents including those in microform; the state survey asked only for the number of volumes not including microforms. Even so, the 800 comparable Federal libraries which reported individually had over 17,000,000 government document titles and just over 8,300,000 book titles (including those in microform). The average number of document titles in 194 institutional libraries at the Federal level in 1972 was 69, and in 606 special technical libraries over 28,300. In the state survey for 1977,

the average for the 141 libraries in Group A was over 50,500; for the 400 in Group B, 32; and for the 593 in Group C. amost 1800.

Table 2-4 ahows the average number of documents held and added, per library for each of the 15 types. The range by type is from zero to over 175,0C0, per library; and 8 of the 15 types had fewer than 200 documents per library on the average. It is understandable that institutional libraries (which are much like public libraries) would not have many documents in a separate collection, but it is not so likely of Health Science, Agriculture and Forestry, Education, and Welfare libraries. In another survey of the state-level special libraries, it would be desirable to ask each library to indicate whether or not it has a separate documents collection.

Sec. 4. Microforms

The state-level survey asked for data on all microforms (microfilm, microcards, and microfiche) (a) for book titles, (b) for periodical titles, and (c) for the number of physical units of all other microform holdings. This is certainly better than the earlier Federal survey which requested data on books, on periodicals, on documents, and on all other printed materials, in each case with life size and microform holdings combined. However the use of titles for counting books and periodicals, and of physical pieces for all other printed materials makes it difficult to compare them. In another such survey, ideally the number of titles and number of pieces of microform should be requested, separately for books, periodicals, and all other materials.

In any case, the number of book titles in microform in these 1,134 libraries was only about 628,000 or 8% of the number of full-size book titles, though the number of titles added in microform was 10% of the number

of book titles added. Furthermore this is one of only two types of material in which Comprehensive Reference libraries were second; in this case, Education libraries were first (with 49% of the total), and added new titles at a 12% rate compared with 3% for Comprehensive Reference libraries (see Table 8). On a per library basis (see Table 2-4), Comprehensive Reference resumes first place, with Environment libraries second, and Education third. One is puzzled to find that Juvenile Corrections libraries on the average held more book titles in microform than did any of 8 other types - and apparently added them all that year. There was an average of 1,225 book titles in microform in Group A libraries; 10 in Group B; and 760 in Group C.

In regard to periodical titles in microform, the overall situation is in some regards the reverse of that for books. The 283,000 periodical titles in microform are 12% more than the combined total number of periodical titles in these libraries, in bound or unbound form. However new titles were added in 1977 in microform at the rate of 5%, compared with 8% for periodical titles which were bound. Comprehensive Reference libraries had a much larger percentage (86%) of all periodical titles in microform than of those kept bound or unbound (36%). Health Science, History, and Education libraries were next in order in number of periodical titles in microform. This order is changed only slightly when the per library average in considered (Table 2-4). Ten of the 15 types of libraries had fewer than 10 periodical titles per library in microform in 1977, and (almost the same) 10 added less than one title that year. Group A libraries (Comprehensive Reference, and Law and Legislation) had an average of 1,728 periodical titles in microform; Group B (institutional libraries), 8; and Group C (technical libraries), 61.

There were almost 6 million physical units of microforms other than book or periodical titles, of which 58% were in the Comprehensive Reference libraries, with another 16% in Education libraries. On a per library basis however, the order is Comprehensive Reference first, History second, Law and Legislation third, and Education fourth. Seven of the other 11 types had fewer than 17 pieces of such microforms in each library on the average. Group A libraries had an average of 30,900 such microform; Group B, 153; and Group C, almost 3,000. These miscellaneous microforms increased by 10% in 1977, with Education libraries registering the highest rate of increase (19%), presumably of ERIC documents. Nine types of libraries added fewer than 6 such microforms per library that year.

Sec. 5. Audiovisual Materials

Audiovisual materials were defined (see p. 9-10 of the survey form, Appendix 2) as including sound recordings (phonorecords, cassettes, reel-to-reel tapes, etc.) and films and related visuals (videotapes and videocassettes as well as filmstrips, and slides and overhead transparencies) --i.e., those materials other than microforms which require special equipment. Nonbook materials which do not require special equipment (e.g., pictures and maps) were defined as "all other library materials" and are considered here in Sec. 6. The same distinction was observed in the Federal survey of 1972. In both surveys, the count is by title.

The 1,134 state-level special libraries held 808,000 titles of all audiovisual materials in 1977, and added over 60,000 or about 8%. The Comprehensive Reference libraries had 38% of the titles held (and 18% of those added), and Education libraries 34% (and 26%); at the other end, each of 5 types of libraries had fewer than one-quarter of one per cent of

the titles held (and less than half of one per cent of those added). In fact, 522 of the 1,134 libraries (46%) had no audiovisual titles at all, while the Maine State Library alone had 202,000 or 25% of the total for all 1,134. There were 1,381,000 audiovisual titles in 1,300 Federal libraries in 1972 (22% films, 42% sound recordings, and 36% all other types); 194 institutional libraries had about 66,000 (1% films, 35% sound recordings, and 64% all others), and 606 technical libraries 337,000 (36%, 16%, and 48%). Group A libraries (Comprehensive Reference, and Law and Legislation) had 320,000 audiovisual titles (40% of the total); Group B (institutional), 119,000 (15%); and Group C (technical), 370,000 (46%).

Table 2-5 shows the per library average holdings and additions of audiovisual titles for each type of library, but does not greatly change the picture presented above. For all 1,134 libraries, the average number of audiovisual titles held was 712 (and 53 more or 7% were added). Comprehensive Reference libraries were first in both categories, with Education libraries second in average number held but fourth (after Environment and History) in number added. Four types of technical libraries held fewer than 100 titles each, per library, and added fewer titles than did any other of the 15 types. Group A libraries held an average of 2,270 audiovisual titles (and added 92); Group B held an average of 300 (and added 35); and Group C held 622 (and added 56).

Table 2-5. Average Per Library by Type of Audiovisual And All Other Materials

Type of Library	Audiovisual Titles		All Other Materials (Titles)	
	Held	Added	Held	Added
1. Comprehensive Reference	9,044	321	3,068	208
2. Health Science	203	26	233	18
3. Engineering	30	3	9,219	40
4. Agriculture and Forestry	*	*	792	17
5. History	622	130	66,149	7,026
6. Commerce and Industry	36	1	221	1
7. Environment	284	183	1,021	78
8. Education	1,732	99	390	36
9. Welfare	90	14	1,342	29
10. Other Technical Types	360	25	3,710	231
11. Law and Legislation	113	20	67	18
12. Adult Corrections	168	42	78	10
13. Juvenile Corrections	439	31	80	9
14. Hospital	326	32	135	18
15. Other Institutions	111	42	41	2
TOTAL	712	53	3.011	233

* less than 0.5

Sec. 6. All Other Library Materials

This miscellaneous category had a total of almost three and a half million titles (plus 64,000 or 8% added in 1977); of these, 60% were in History libraries (and 83% of those added), which would indicate that these are manuscripts. Engineering libraries were second with 17%. On a per library basis (see Table 2-5), History libraries were still first in number held and number added; Engineering libraries were second in number held but sixth in number added. Four types of libraries held an average of 80 or fewer titles per library, and 8 types added 18 or fewer titles per library. In the Federal survey of 1972, 816 libraries reported 1,740,512 titles of "all other library materials," and 209 engineering and science libraries held 93% of these. Of the 1,134 state-level special libraries, 821 (72%) reported no holdings in this category.

Sec. 7. Total Holdings

In order to get some estimate of the total holdings by these libraries of all forms of materials, we added together nine different items, viz., the number of books held, the number of government documents held, the number of bound and unbound periodical volumes held, the number of book titles in microform, the number of periodical volumes in microform (estimated by multiplying the number of titles by 13 which is the average of the number of bound and unbound volumes per periodical title), and the number of physical units of other materials in microform (divided by two), the number of titles of audiovisual materials, and the number of titles of all other library materials. The results are shown in Table 2-6.

Of the 42,000,000 items, more than half are held by the Comprehensive Reference libraries, 13% by the Law and Legislation libraries, and

10% by the History libraries. Five types of libraries had one per cent or less of that total, including two institutional and three technical types. Group A libraries held 66% of all materials; Group B, 7%, and Group C, 27%. In the Federal survey, 197 institutional libraries held 4% of 42,500,000 titles (books, periodicals, documents, audiovisuals, microform, and all other materials), and 619 technical libraries 96% of the total; the per library holdings were 8,180 and 65,651 respectively. In the state survey, the per library holdings of Group A libraries were 197,000; of Group B, 7,163; and of Group C, 19,162. By type of library, Comprehensive Reference had the highest average total holdings, with History libraries second, and Law and Legislation third.

Table 2-6. Distribution of Total Estimated Holdings of All Materials by Type of Library, and Average per Library in Each Type

Type of Library	Total Holdings Number	%	Average Per Library
1. Comprehensive Reference	22,161,797	53%	651,818
2. Health Science	1,249,666	3	8,221
3. Engineering	1,313,860	3	21,191
4. Agriculture and Forestry	73,161	*	6,097
5. History	4,301,909	10	138,771
6. Commerce and Industry	191,473	1	5,039
7. Environment	827,543	2	20,689
8. Education	2,098,330	5	13,197
9. Welfare	99,169	*	4,508
10. Other Technical Types	1,207,820	3	15,686
11. Law and Legislation	5,616,519	13	52,491
12. Adult Corrections	1,355,992	3	9,971
13. Juvenile Corrections	504,816	1	4,854
14. Hospital	966,061	2	6,398
15. Other Institutions	38,143	*	4,238
Total	42,006,259	100%	37,043

* less than 0.5%

Chapter 3. Library Staff

Important as are books, peridoicals, documents and other library materials, the people who constitute the staff of the library are more important. For one thing, it is the staff who select those materials for purchase or acquisition, and the quality of the collection therefore depends directly on the quality of the staff. In the second place, library materials by themselves are of little value; they need to be appropriately organized, to be interpreted to and for the individual patron, and to be used intelligently in answering reader's questions. These functions are all performed by the members of the library staff.

The survey form (see Appendix 2) asked (1) for the numbers of men and women (full-time and part-time) in four main classes of positions, viz., librarians, other professional staff, clerical employees, and building maintenance workers, and (2) for the educational level of the person in charge of the library. We shall consider the resulting data under three main headings - total staff, professional staff (including the education of the person in charge), and the clerical employees. A total of only 55 building maintenance employees were reported, or 1% of all 4,471 employees; obviously - and as might be expected, these 1,134 libraries typically did not have their own plant operations or building maintenance staff, and we will not consider this category of personnel separately.

Section 1. Total Staff

Total employment in the 1,134 special libraries numbered 5,069 persons. Of these, 4,111 were employed on a full-time basis and 958 worked part-time. The majority of libraries had at least one full-time staff member, but 263

libraries had no full-time employees. The New York State Library had 206 full-time employees; the greatest number in any single library.

The 958 part-time staff were equivalent to 360 full-time employees. The addition of 360 full-time-equivalents (FTE) to the 4,111 full-time staff bring the total FTE staff to 4,471. The distribution of FTE's among the various categories of positions was as follows: 1,705 (38%) librarians, 359 (8%) other professionals, 2,351 (53%) clerical/technical, and 55(1%) plant operation/maintenance.

To simplify the discussion of staff which follows, the four position categories will be divided into two groups: (1) professional staff comprised of librarians and other professionals, and (2) support staff which combines technical/clerical and plant operations/maintenance personnel. As shown in table 3-1, Comprehensive Reference libraries had the largest number of FTE staff among any type of library with 1,765 FTE's, or 39% of the total. The second largest number of FTE staff was in Adult Corrections and Law and Legislation libraries. Both had 438 FTE staff and each accounted for 10% of the total. Group A libraries had 49% of the total FTE's and an average of 16 FTE staff per library. Group B and Group C libraries had 19% and 32%, respectively, and both of these groups had an average of 2 FTE staff per library.

Professional staff acounted for 46% of total FTE staff with support staff making up the remaining 54% for a professional to support staff ratio of 1:1.6. Comprehensive Reference libraries not only had the largest support staff which numbered 1,113 FTE's, the professional to support staff ratio was the greatest at 1:1.7. Juvenile Correction libraries had the lowest ratio which was 1:0.3. The ratio in Group A libraries was 1:1.5; in Group B libraries 1:1.08 and Group C 1:0.8. In comparison, 200 Federal institutional libraries in 1972 had a professional to support staff ratio of 1:0.6 while 645 technical libraries had a ratio of 1:1.4.

Table 3-1. Full-Time-Equivalent Total Staff, Professional Staff, and Support Staff, by Type of Library.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
	Total Staff		Professional Staff		Support Staff		Col. (f) ÷
Type of Library	No.	Average per Library	No.	Average per Library	No.	Average per Library	Col. (d)
1. Comprehensive Reference	1,764.8	52	651.3	19	1,113.5	33	1:1.7
2. Health Science	306.5	2	170.9	1	135.6	1	1:0.8
3. Engineering	110.2	2	45.3	1	64.9	1	1:1.4
4. Agriculture and Forestry	12.1	1	5.9	*	6.2	1	1:0.5
5. History	229.4	7	144.9	5	84.5	3	1:0.6
6. Commerce and Industry	118.0	3	65.5	2	52.5	1	1:0.8
7. Environment	52.9	1	35.1	1	17.8	*	1:0.5
8. Education	422.8	3	230.3	1	192.5	1	1:0.8
9. Welfare	40.4	2	24.6	1	15.8	1	1:0.6
10. Other Technical Types	144.8	2	68.4	1	76.4	1	1:1.1
11. Law and Legislation	437.5	4	221.6	2	215.9	2	1:1.0
12. Adult Corrections	438.2	3	140.1	1	298.1	2	1:2.1
13. Juvenile Corrections	145.8	1	112.4	1	33.4	*	1:0.3
14. Hospital	230.6	2	136.6	1	94.0	1	1:0.7
15. Other Institutions	17.2	2	11.5	1	5.7	1	1:0.5
Total	4,471.2	4	2,064.4	2	2,406.8	2	1:1.6

* less than 0.5

Sec. 2. Professional Staff.

Of all 4,471 FTE employees, 2,064 (46%) were librarians or other professional staff. Of these 2,064, 32% were men and 68% women. In 14 types of libraries, women outnumbered men in the professional group; only in Adult Corrections libraries were more men employed than women. The percentage of male professionals was 28% in Group A libraries; 48% in Group B; and 27% in Group C. New York State Library had the largest professional staff in FTE, 69; 152 libraries (13% of the total) had no professional staff members.

Table 3-2 shows the highest level of formal education completed by the person in charge of each reporting library in 1977. Twenty percent of these libraries were run by persons with less than a college education, 31% by persons with a bachelor's degree or a subject master's, 45% by persons with a library school education (from fifth-year bachelor's to a post-master's program),

Table 3-2. Highest Educational Level of Library Head, by Type of Library.

Type of Library	Library Science Education		Less Than Full College Education	
	No.	% of Libraries	No.	% of Libraries
1. Comprehensive Reference	28	82%	0	0%
2. Health Science	70	46	33	22
3. Engineering	22	35	17	27
4. Agriculture and Forestry	2	17	4	33
5. History	16	52	1	3
6. Commerce and Industry	17	45	9	24
7. Environment	14	35	13	32
8. Education	70	44	23	14
9. Welfare	5	23	8	36
10. Other Technical Types	29	38	24	31
11. Law and Legislation	47	44	20	19
12. Adult Corrections	82	60	12	9
13. Juvenile Corrections	50	48	12	12
14. Hospital	60	40	50	33
15. Other Institutions	0	0	3	33
Total	512	45%	229	20%

and 4% by persons with the doctorate (who might or might not have earned a degree in library science). In brief, apparently 55% of the heads of these libraries had other than the usual library school education. Of the Comprehensive Reference libraries, 82% were headed by persons whose formal education ended with a library science program; All Other Institutions had no such head, and Agriculture and Forestry libraries had such a head in only 17% of the cases (see Table 3-2). The average of heads with library science as their highest level of education was 53% in Group A, 48% in Group B, and 41% in Group C.

In the 1972 Federal survey, the same question was used. Of 194 institutional libraries, 69% were headed by persons who had had a library science education and of 634 technical libraries, 52%. In view of the difficulty of knowing when a person with a subject master's or a doctorate also had earned a library science degree, it is recommended that future use of this variable include an indication of library science education separately from the level of the highest degree earned.

We can however clearly identify those person with limited formal education (i.e., high school or less, and less than a bachelor's degree); of the 15 types of libraries, Welfare libraries had heads with such education in 36% of the cases, and Agriculture and Forestry, Hospital, and Other Institutional libraries in 33% each. The percentage for Group A libraries was 14%; for Group B, 19%; and for Group C, 22%. In the Federal survey of 1972, 10% of the institutional libraries were headed by persons with less than a college education, as were 23% of the technical libraries.

Sec. 3. Clerical Staff.

Support staff totaled 2,407 FTE employees in these 1,134 libraries, or an average of 2.1 per library (see Table 3-1). Of the 15 types of libraries, 10 had an average per library of one such employee, or less, while the Comprehensive Reference libraries had an average of 33 each. For Group A libraries, the average number of FTE clerical employees was 9.4; for Group B, 1.1; and for Group C, 1.1. New York State Library had 137 FTE clerical employees, while an estimated 408 libraries (36% of the total) had none.

Chapter 4. Finances.

Sec. 1. Receipts.

Table 4-1 shows for each types of library (a) the total receipts in 1977, and the amount received from each of three main sources, and (b) the average amount per library received from each source. In all, these 1,134 libraries had total receipts of over $93,500,000, an average of about $82,500 per library but a median of only $8,000. While one library had a total income of over $10,500,000 (11% of total receipts of all 1,134 libraries), 331 libraries (29% of the total) reported no direct monetary receipts. As might be imagined, the Comprehensive Reference libraries had the lion's share of the money - 63%; Law and Legislation was next but with only 9% of the total. When we look at the per library averages, Comprehensive Reference libraries were still first, but History libraries were second, and Law and Legislation third. For Group A libraries, the average total receipts were $480,000: for Group B, $22,000; and for Group C, $28,800.

Of the toal receipts, 65% came from the state government, 26% from the Federal Government, and 9% from all other sources. State government support is naturally the largest of the three main sources for these state-level libraries, but its important differs with the various types of libraries. Agriculture and Forestry libraries got all their support from the state, and 8 other types of libraries got at least 80%. At the other extreme, the few libraries in "All Other Institutions" got only 24% of their funds from the state, while two other types got 53%-57%. The average amount of support from the state, for all 1,134 libraries, was $53,300, but the median average was only $3,000; the range was from zero for 406 libraries (36% of the total number) to almost $4,900,000 for the North Carolina State Library (8% of the total state support) which presumably includes state aid for local libraries.

Table 4-1. Distribution by Type of Library of: (A) Receipts from Each Main Source, and (B) Average Receipts per Library from Each Main Source.

Part A. Receipts from Each Main Source (in thousands of dollars).

Type of Library	No. of Libraries	State Government		Federal Government		Other		Total Receipts	
1. Comprehensive Reference	34	$33,429	57%	$17,581	30%	$7,996	13%	$59,006	100%
2. Health Science	152	4,410	88%	460	9%	124	3%	4,993	100%
3. Engineering	62	519	69%	207	28%	27	3%	753	100%
4. Agriculture and Forestry	12	123	100%	0	0%	0	0%	123	100%
5. History	31	2,854	95%	103	3%	53	2%	3,010	100%
6. Commerce and Industry	38	427	74%	121	21%	30	5%	578	100%
7. Environment	40	294	81%	46	13%	24	6%	364	100%
8. Education	159	3,035	53%	2,600	45%	96	2%	5,731	100%
9. Welfare	22	283	73%	101	26%	2	1%	386	100%
10. Other Technical Types	77	971	85%	151	13%	22	2%	1,144	100%
11. Law and Legislation	107	6,960	80%	1,348	16%	361	4%	8,669	100%
12. Adult Corrections	136	3,295	82%	654	16%	68	2%	4,018	100%
13. Juvenile Corrections	104	1,827	81%	352	16%	76	3%	2,255	100%
14. Hospital	151	2,023	82%	430	17%	28	1%	2,482	100%
15. Other Institutions	9	4	24%	9	52%	4	24%	18	100%
Total	1,134	$60,454	65%	$24,164	26%	$8,911	9%	$93,529	100%

Part B. Average Receipts per Library from Each Main Source.

Type of Library	No. of Libraries	State Government		Federal Government		Other		Total Receipts	
1. Comprehensive Reference	34	$983,194	57%	$517,095	30%	235,168	13%	1,735,457	100%
2. Health Science	152	29,010	88%	3,026	9%	814	3%	32,850	100%
3. Engineering Science	62	8,376	69%	3,341	28%	432	3%	12,149	100%
4. Agriculture and Forestry	12	10,259	100%	0	0%	0	0%	10,259	100%
5. History	31	92,062	95%	3,338	3%	1,707	2%	97,107	100%
6. Commerce and Industry	38	11,233	74%	3,186	21%	789	5%	15,208	100%
7. Environment	40	7,340	81%	1,152	13%	607	6%	9,099	100%
8. Education	159	19,090	53%	16,350	45%	607	2%	36,047	100%
9. Welfare	22	12,853	73%	4,579	26%	99	1%	17,531	100%
10. Other Technical Types	77	12,613	85%	1,963	13%	282	2%	14,858	100%
11. Law and Legislation	107	65,049	80%	12,596	16%	3,370	4%	81,015	100%
12. Adult Corrections	136	24,231	82%	4,812	16%	499	2%	29,542	100%
13. Juvenile Corrections	104	17,567	81%	3,388	16%	732	3%	21,687	100%
14. Hospital	151	13,400	82%	2,846	17%	188	1%	16,434	100%
15. Other Institutions	9	466	24%	1,020	52%	470	24%	1,956	100%
Total	1,134	$53,311	65%	$21,309	26%	$7,858	9%	$82,477	100%

The average support from the state governments for the 141 Comprehensive Reference, and Law and Legislation libraries (Group A) was about $286,500 (or 6% of their average receipts from all sources); for the 400 institutional libraries (Group B), $17,900 (81%); and for the 593 technical libraries (Group C), $21,800 (76%).

Federal support for these state-level special libraries was defined to include LSCA and CETA funds. The presumption is that some (but not all) of the Comprehensive Reference libraries recorded here their state's total LSCA allotment. In any case, Table 4-1 shows that this type of library had the highest amount of support which came from the Federal Government, but All Other Institutions and Education libraries had higher percentages (45%-52%) while 3 types received less than 10% each (an average of 4%). The average amount of Federal support for all 1,134 libraries was $21,300, but the median was zero, since 741 libraries (65%) received no funds from this source; the largest amount of Federal support to any one library was almost $3,500,000 (14% of total Federal funds received) to the New Jersey State Library. The average amount per library for Group A was $134,200 (or 28% of the total average funds received in 1977); for Group B, $3,600 (16%); and for Group C $6,400 (22%).

There is no explicit indication as to what is counted in all other sources of funds, but presumably it includes fines, fees, gifts, etc. As such it is understandably a small portion of the total for most of these types of libraries. The average was less than $1,000 for 12 types of libraries. Indeed 90% of the revenues from these other sources went to the Comprehensive Reference libraries compared with 73% of the Federal Government funds and 55% of the money from the state governments. To put it another way, 981 libraries (86% of the total 1,134) reported no funds from other sources.

The average receipts from other sources for each of the libraries in Group A was $59,270 (12% of the average of total support for the group); for Group B, $450 (2%); and for Group C, $430 (1%).

Sec. 2. Expenditures.

Of total expenditures by these 1,134 libraries of $87,384,000, 48% was for salaries of professional and clerical employees (not including fringe benefits), 17% for library materials of all kinds and for binding, and 35% for all other expenses (including equipment, plant operation, salaries of building staff, and fringe benefits for all employees). Table 4-2 shows such data for each of the 15 types of libraries. Six types spent 70% to 80% of their money on salaries, while the Comprehensive Reference libraries devoted only about half that percentage to salaries. Agriculture and Forestry devoted 40% of their funds for materials, followed by 34% for the Law and Legislation libraries; at the other extreme three types spent 12% on materials. The biggest differences came in the miscellaneous category of all other expenses, ranging from 50% of total expenditures in the case of the Comprehensive Reference libraries to 1% for those in Agriculture and Forestry.

In 1972, 194 Federal institutional libraries spent 80% of their money on salaries (defined the same way as in the 1977 survey), 18% on materials, and 2% on all else; for 612 technical libraries, the comparable percentages were 66%, 25%, and 9%. In the survey of state-level special libraries, the percentage of all expenditures for salaries of the Group A libraries was 40%, for materials 16%, and for all other items 45%; for Group B, 64%, 24%, and 12%; and of Group C, 66%, 19%, and 15%.

For Group A libraries the ratio of expenditures for salaries and wages to expenditures for materials was 2.5 to 1; for Group B libraries 2.7 to 1;

Table 4-2. Distribution by Type of Library of the Percentage of Total Expenditures for Salaries, Materials, and Other Expenses.

Type of Library	Total Expenditures (rounded)	Percent of Total Expenditures for Salaries	Materials	All Else
1. Comprehensive Reference	$49,207,000	39	12	50
2. Health Science	4,846,000	63	25	13
3. Engineering	1,318,000	64	23	12
4. Agriculture and Forestry	156,000	60	40	1
5. History	3,694,000	74	12	14
6. Commerce and Industry	1,022,000	79	18	3
7. Environment	826,000	66	28	5
8. Education	6,366,000	66	14	20
9. Welfare	520,000	71	24	5
10. Other Technical Types	1,474,000	70	20	10
11. Law and Legislation	9,741,000	44	34	21
12. Adult Corrections	3,281,000	56	32	12
13. Juvenile Corrections	1,823,000	71	17	12
14. Hospital	3,007,000	69	19	12
15. Other Institutions	103,000	80	12	8
Total	$87,384,000	48%	17%	35%

Group C, 3.5 to 1. For all state special libraries the ratio was 2.9 to 1. The 1978-79 statistics for 98 university libraries in the Association of Research Libraries showed a median ratio of 1.9 to 1 of expenditures for salaries and wages to expenditures for materials, For 98 libraries in the Association of College and Research Libraries for the same time period, it was 1.4 to 1.

Table 4 shows that Comprehensive Reference libraries were only 3% of all 1,134 libraries in this study but they accounted for 56% of all expenditures. In 7 of the 15 types, 10% or more of all libraries spent less than $100 in 1977; and for all 15 types the average total expenditure for the lowest 10% was only about $700. Presumably these libraries were little more than office collections, as witnessed by the fact that 191 libraries (17% of the total) had no expenditures for salaries, and 216 (19%) none for books.

Table 4-3. Distribution by Type of Library of the Average Expenditures per Library for Salaries, Books, and Periodicals

Type of Library	Average Expenditure per Library for: Salaries	Books	Periodicals	Other Library Mat'l
1. Comprehensive Reference	$558,649	$89,674	$37,392	$45,265
2. Health Science	20,117	2,407	3,616	1,486
3. Engineering	13,563	1,939	1,695	1,325
4. Agriculture and Forestry	7,748	1,160	3,794	180
5. History	88,299	5,214	1,192	7,784
6. Commerce and Industry	21,193	1,904	2,369	673
7. Environment	13,732	2,547	1,954	1,368
8. Education	26,425	2,467	852	2,388
9. Welfare	16,735	2,451	1,222	2,028
10. Other Technical Types	13,419	1,658	1,050	1,098
11. Law and Legislation	40,512	23,834	3,581	3,616
12. Adult Corrections	13,518	5,180	1,021	1,283
13. Juvenile Corrections	12,428	1,680	587	746
14, Hospital	13,780	1,851	1,177	708
15. Other Institutions	9,098	575	510	331
Total	$37,321	$ 7,207	$ 2,809	$ 3,023

We shall review briefly each of the recorded categories of expenditures (shown in Table 5), and for three categories calculated as per library averages (see Table 4-3). In 8 of the 15 types of libraries, the average expenditure for salaries in 1977 was less that $15,000; and the median expenditure for salaries of all 1,134 libraries was below $12,000. The highest average was in the Comprehensive Reference libraries, the lowest in Agriculture and Forestry.

Table 5 shows that Law and Legislation libraries spent 26% of all their money on books, six times the percentage in History libraries. On a per library basis, Comprehensive Reference libraries were highest in the number of dollars spent for books, with Law and Legislation second, and all others pretty far behind. Though the average was $7,207, the median was $1,150.

Agriculture and Forestry libraries spent 29% of their money on periodicals (and were second to Comprehensive Reference libraries on a per library basis), with Health Science libraries next highest with 11% (and third highest on a per library basis). The total average expenditure was about $2,800, and the median was $450 per library; 30% of all libraries reported no expenditures for periodicals. In 1972, 1,300 special libraries in the Federal Government spent 24% on printed materials vs. 12% for books and periodicals by these state-level libraries in 1977.

Expenditures for microforms were above 1% of all expenditures in only 4 types of libraries, with Engineering and History in the lead. Expenditures for audiovisuals were above 2% in 7 types, with Welfare libraries giving 7% to these materials. Table 4-3 shows the average per library expenditure for microforms, audiovisuals, all other materials, and binding and rebinding - combined they accounted for 3.6% of total expenditures of all 1,134 libraries and from 5.7% to 6.5% in 4 types of libraries (History, Engineering, Education, and "Other Types," in that order). On a per library basis, the rank order was Comprehensive Reference, History, and Law and Legislation. Federal libraries spent 3% of their money on microforms, audiovisuals and all other items; exactly the same percentage was spent by the state-level libraries for those materials.

Expenditures are shown separately for three types of equipment; together they total 2.1% of all expenditures. This is probably more detail than is necessary, especially when it is seen that all other and miscellaneous expenditures (col. 15 of Table 5) accounted for 26% of total expenditures. The survey form gives no definition of what is so included. Together with plant operation and maintenance 34% are found here, compared with 8% of 1,300 Federal libraries' expenditures in 1972.

Chapter 5. Library Services

There were a variety of questions asked on the survey form which will be considered in this chapter on services. Each library was asked whether or not it was open to the general public and how long it was open during the week. They were also asked to state how many loan, photocopying, and reference transactions took place during the year. One part asked for information regarding the physical facilities; another on the classification system used. Each of these topics will be considered separately.

Sec. 1. Public Use.

The libraries were asked to specify if they were open to the general public, open to the general public with restrictions, or closed to the general public. Of the total 1,134 libraries, 155 (14%) were open to the public, 506 (45%) were open with restrictions, and 473 (42%) were closed to the public. It is obvious from the figures that these special libraries generally exist for use by a limited public. The Adult Corrections and Juvenile Corrections libraries served the most limited public - 83% of each type were closed to the general public (see Table 5-1). Group A libraries had the largest percentage of libraries (30%) open to the general public, 60 (43%) were open with restrictions, and 39 (28%) were closed to the general public. The Group B libraries, which include Adult and Juvenile Corrections, had 20 (5%) libraries open to the general public, 94 (24%) open with restrictions, and 286 (72%) closed. Ninety-three (16%) of Group C libraries were open to the public, 352 (59%) open with restrictions, and 148 (25%) closed to the public.

Table 5-1. Public Use of Libraries

(a) Type of Library	(b) Open to Public No.	(c) Open to Public %	(d) Open with restrictions No.	(e) Open with restrictions %	(f) Closed to Public No.	(g) Closed to Public %	(h) Total No.	(i) Total %
1. Comprehensive Reference	17	50%	13	38%	4	12%	34	100%
2. Health Science	14	9%	98	65%	40	26%	152	100%
3. Engineering	15	24%	36	58%	11	18%	62	100%
4. Agriculture and Forestry	1	8%	8	67%	3	25%	12	100%
5. History	16	52%	11	36%	4	13%	31	100%
6. Commerce and Industry	6	16%	27	71%	5	13%	38	100%
7. Environment	9	23%	29	73%	2	5%	40	100%
8. Education	8	5%	89	56%	62	39%	159	100%
9. Welfare	5	22%	10	46%	7	32%	22	100%
10. Other Technical Types	19	25%	44	57%	14	18%	77	100%
11. Law and Legislation	25	23%	47	44%	35	33%	107	100%
12. Adult Corrections	3	2%	20	15%	113	83%	136	100%
13. Juvenile Corrections	4	4%	14	14%	86	83%	104	100%
14. Hospital	13	9%	57	38%	81	54%	151	100%
15. All Other Institutions	0	0%	3	33%	6	67%	9	100%
TOTAL	155	14%	506	45%	473	42%	1134	100%

Sec. 2. Library Hours and Number of Days Open

The survey asked for the total hours per typical week that each library was open and for the total number of days (per typical week) that the library was open two hours or more, in the fall of 1977. The average for all types of libraries shows that typically they were open 40.7 hours a week (Table 5-2). The Law and Legislation libraries were open an average of 46.1 hours a week; Comprehensive Reference was next with 44.0 hours, making an average of 45.1 hours for the Group A libraries. Group B libraries averaged 35.9 hours, and Group C 40.9. Apart from the 9 libraries in "All Other Institutions" which were open an average of 27.8 hours per week , all other 14 types were within a relatively narrow spread of 35.5 to 46.1 hours per week.

Similarly these 14 types of libraries were open from 4.5 to 5.4 days per week. Adult Corrections are highest with an average of 5.4 days per week open. Group A libraries were open an average of 5.0 days; Group B, 5.1; and Group C, 4.8. A comparison cannot be made with the Federal libraries as this information was not requested on that survey form.

Table 5-2. Library Hours and Number of Days Open per Typical Week

(a) Type of Library	(b) Average Number of Hours Open Per Week	(c) Average Number of Days Open Per Week
1. Comprehensive Reference	44.0	5.2
2. Health Science	42.9	4.7
3. Engineering	41.6	4.8
4. Ag/Forestry	40.0	4.5
5. History	43.0	5.1
6. Commerce and Industry	39.7	4.7
7. Environment	43.0	4.9
8. Education	39.8	4.7
9. Welfare	39.2	5.0
10. Other Technical Types	38.9	4.8
11. Law and Legislation	46.1	4.9
12. Adult Corrections	41.0	5.4
13. Juvenile Corrections	35.5	4.9
14. Hospital	39.2	4.9
15. All Other Institutions	27.8	4.3
TOTAL	40.7	4.9

Sec. 3. Circulation and Reference Transactions

Table 5-3 shows the figures for direct circulation and for reference and directional transactions. The Comprehensive Reference libraries accounted for 26% of all circulation and averaged 68,687 items circulated per year. The Adult Corrections libraries were next with 20%, or 12,839 per library. The 141 Group A libraries (12% of all libraries) handled 30% of the total circulation. The 400 Group B libraries (35%) had 36% of the total, and the 593 Group C libraries (52%) had 35%. The Group A libraries had a proportionately larger amount of use. The overall annual average circulation was 7,877 items per library. This compares with an average of 15,576 items circulated per Federal library. The Federal libraries (738 responded to this question) circulated a total of 11,495,199 items. The 550 Federal special and technical libraries had an average circulation of 15,191; the 593 state special and technical libraries had an average of 5,205. All 188 Federal hospital and penal institution libraries had an average circulation of 16,703 compared to an average of 8,020 in 400 state institution libraries.

Part VIII of the survey requested information about the number of reference and directional transactions for a typical week, in the fall of 1977. A reference transaction was defined as "an information contact which involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff" (see Appendix 2, page 11 of the survey form). The 34 Comprehensive Reference libraries (3% of the total libraries responding to the survey) accounted for 33% of all reference transactions, and only 8% of directional transactions. Adult Corrections was second with 16% of reference transactions, and highest for directional transactions with 28%.

Group A libraries accounted for 41% of all reference transactions and 16% of directional transactions, Group B 29% and 55%, Group C 30% and 28%.

Table 5-3. Circulation, Reference and Directional Transactions

(a) Type of Library	(b) Direct Circulation (per year)		(c) Average per Library	(d) Reference Transactions (per week)		(e) Col. d x52 as % of Col. b	(f) Directional Transactions (per week)		(g) Col.f/Col.d x 100
1. Comprehensive Reference	2,335,355	(26%)	68,687	30,956	(33%)	69%	6,067	(8%)	20%
2. Health Science	755,696	(8%)	4,972	5,665	(6%)	39%	5,671	(7%)	100%
3. Engineering	212,079	(2%)	3,421	3,103	(3%)	76%	1,838	(2%)	59%
4. Agriculture and Forestry	1,675	(*)	140	188	(*)	584%	149	(*)	79%
5. History	332,852	(4%)	10,737	7,001	(7%)	109%	2,417	(3%)	35%
6. Commerce and Industry	43,044	(*)	1,133	1,342	(1%)	162%	813	(1%)	61%
7. Environment	105,324	(1%)	2,633	1,300	(1%)	64%	1,117	(1%)	86%
8. Education	1,090,500	(12%)	6,858	5,991	(6%)	29%	7,649	(10%)	128%
9. Welfare	55,434	(1%)	2,520	1,778	(2%)	167%	951	(1%)	53%
10. Other Technical Types	490,030	(5%)	6,364	1,736	(2%)	18%	1,190	(2%)	69%
11. Law and Legislation	302,668	(3%)	2,829	8,084	(9%)	139%	6,587	(9%)	81%
12. Adult Corrections	1,746,141	(20%)	12,839	15,336	(16%)	46%	21,576	(28%)	141%
13. Juvenile Corrections	479,218	(5%)	4,608	6,803	(7%)	74%	12,890	(17%)	189%
14. Hospital	927,664	(10%)	6,143	4,538	(5%)	25%	7,877	(10%)	174%
15. All Other Institutions	54,844	(1%)	6,094	342	(*)	32%	313	(*)	92%
TOTAL	8,932,524	(99%)	7,877	94,163	(99%)	55%	77,105	(100%)	82%

* less than 0.5%

The percentage differences for the three groups of libraries are much as might be expected. Directional questions for all 1,134 libraries were 82% of reference questions, ranging from a low of 20% in the Comprehensive Reference libraries to a high of 189% in the case of Juvenile Corrections (see Table 5-3, column g).

Column (e) of Table 5-3 shows a comparison between reference questions and circulation figures. Types of libraries with the highest percentages are the ones for which the reference service had greater importance than circulation. For instance, the Agriculture and Forestry libraries handled approximately 9,800 reference transactions during the year, or 584% of their total circulation. Group A libraries had an average ratio of reference to circulation of 122%, Group B 45%, and Group C 55%. The surprising aspect is that the technical libraries of Group C had as low a ratio as they did; type 10, "Other Technical Types," had the lowest ratio of any of the 15. For all 1,134 state special libraries, the average ratio of reference to circulation was 55%; for most public libraries it is about 20%. The Federal special and technical libraries had a yearly circulation average of 15,191 and an annual average of 5,304 information transactions; this is a ratio of 40% reference to circulation. The Federal hospital and penal libraries had an average circulation of 16,702 and an average of 2,263 information transactions, a ratio of 14%.

It is somewhat difficult to compare the state figures for reference transactions with those in the Federal survey. The Federal survey requested the figures for "information transactions," defining the term to include such activities as answering reference questions, translating documents, compiling bibliographies and booklists, and providing computer printouts. The survey later specifically asked if the library prepared bibliographies and translations, so it is possible to get a general idea of how the Federal figures compare with

the state. There were 718 Federal libraries roughly comparable to those in the state survey and which responded to this part of the survey; they had a per library weekly average of 87 information transactions. The weekly average for the state level libraries was 83 reference transactions per library. The Federal library survey results indicate that 61% of these libraries prepared bibliographies for persons in the agency (and 17% prepared bibliographies for persons outside the agency), 7% prepared translations, and 14% prepared abstracts. These figures could logically account for the difference in weekly averages between state and Federal libraries. The Federal special and technical libraries had an average of 102 information transactions per week while the state special and technical libraries (Group C) had only 47 reference transactions. For institutional libraries, the Federal libraries averaged 44, and the state 68.

Sec. 4. Photocopying and Interlibrary Loans

The survey requested the number of library photocopying transactions. A distinction was drawn between photocopies made for patrons and photocopies made in lieu of interlibrary loan. These two types will be considered separately.

Table 5-4 shows the numbers of items photocopied for patrons per typical week. An item is defined as "an article from a periodical or other material, and a chapter in a book or monograph." The Comprehensive Reference libraries made 49% of all photocopies from periodicals but only 6% of photocopies made from other sources. Group A libraries accounted for 56% of all photocopies from periodicals and 15% from other sources. Group B libraries made only 5% of copies from periodicals and 23% from other sources. Group C libraries made 39% of copies from periodicals and 62% from other sources. The 31 Group C History libraries had a weekly per library average of 2,255 items photocopied for their patrons from sources other than periodicals; this was the highest by far for any of the 15 types.

Table 5-4. Photocopying for Patrons Compared with Direct Circulation

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
	Photocopying for Patrons Per Week from						Comparison Per Year		
	Periodicals			Other Than Periodicals					
Type of Library	No.	%	Average per library	No.	%	Average per library	Total Photocopying for Patrons	Total Direct Circulation	Col. (i)/ Col. (h) %
1. Comprehensive Reference	218,252	49%	6,419	15,707	6%	462	12,165,868	2,335,355	19%
2. Health Science	41,098	9%	270	7,720	3%	51	2,538,536	755,696	30%
3. Engineering	4,269	1%	69	15,556	6%	251	1,030,900	212,079	21%
4. Agriculture and Forestry	138	*	12	181	*	15	16,588	1,675	10%
5. History	27,805	6%	900	69,918	25%	2,255	5,085,756	332,852	7%
6. Commerce and Industry	7,342	2%	193	7,667	3%	202	780,468	43,044	6%
7. Environment	4,035	1%	101	2,335	1%	58	331,240	105,324	32%
8. Education	49,701	11%	313	9,255	3%	58	3,065,712	1,090,500	36%
9. Welfare	8,191	2%	372	367	*	17	445,016	55,434	12%
10. Other Technical Types	32,893	7%	427	61,608	22%	800	4,914,052	490,030	10%
11. Law and Legislation	31,072	7%	290	26,397	9%	247	2,988,388	302,668	10%
12. Adult Corrections	8,507	2%	63	56,739	20%	417	3,392,792	1,746,141	51%
13. Juvenile Corrections	3,298	1%	32	6,947	2%	67	532,740	479,218	90%
14. Hospital	11,102	2%	74	1,387	*	9	649,428	927,664	143%
15. All Other Institutions	35	*	4	62	*	7	5,044	54,844	1087%
TOTAL	447,818	100%	395	218,846	100%	249	37,942,258	8,932,524	24%

* less than 0.5 percent

When we add together the number of photocopies made for patrons from periodicals and from other sources, the average was 644 per week for each of the 1,134 libraries, or a grand total per year for all these libraries of almost 38,000,000. This contrasts with total direct circulation of less than 9,000,000 items a year (Table 5-3), a ratio of 24% circulation to photocopying for patrons. For Group A libraries, this ratio if 17%; for Group B 70%; and for Group C 17%. Only two types of institutional libraries had more direct loans than photocopies for patrons. Table 5-5 and 5-6 show the numbers of interlibrary loan transactions and of photocopies made in lieu of interlibrary loan. The figures in Table 5-6 are for a typical week, and those in Table 5-5 are for the fiscal year.

The Comprehensive Reference libraries were responsible for the largest percentage (78%) of interlibrary loans to other libraries. They received comparatively fewer loans, only 28% of the total. Each Comprehensive Reference library loaned an average of 17,020 items that year, received an average of only 2,082 items from other libraries - a ratio of 1 to 0.1. The Adult Corrections libraries on the other hand loaned an average per library of only 27 items but received an average of 407, a ratio of 1 to 15.1. The purposes of these various types of libraries differ greatly, and the interlibrary loan figures reflect those differences. For all 1,134 libraries the ratio of volumes lent to volumes received was 1 to 0.3, indicating that as a group they were net lenders.

Group A libraries accounted for 83% of all items loaned to other libraries and received 31%; Group B loaned only 3% and received 35%; Group C loaned 14% and received 34%. The figures for photocopying in lieu of interlibrary loan for each of the three groups are quite different. Group A made 22% of copies from periodicals and 16% from other sources in lieu of loans; they received 25% of all photocopies from periodicals and 15% from other sources. Group B made 12% each of copies from periodicals and other

Table 5-5. Interlibrary Loans per Year

(a)	(b)	(c)	(d)	(e)	(f)	(g)
Type of Library	Loans to Other Libraries			Loans from Other Libraries		
	No.	%	Average per Library	No.	%	Average per Library
1. Comprehensive Reference	578,694	78%	17,020	70,816	28%	2,082
2. Health Science	28,467	4%	187	34,606	14%	228
3. Engineering	4,130	1%	67	8,562	3%	138
4. Agriculture and Forestry	41		3	382	*	32
5. History	9,430	1%	304	776	*	25
6. Commerce and Industry	727		19	2,255	1%	59
7. Environment	5,385	1%	135	9,682	4%	242
8. Education	44,322	6%	279	14,605	6%	92
9. Welfare	4,384	1%	199	5,864	2%	267
10. Other Technical Types	5,779	1%	75	9,930	4%	129
11. Law and Legislation	37,688	5%	352	6,217	2%	58
12. Adult Corrections	3,645	1%	27	55,332	22%	407
13. Juvenile Corrections	1,417	*	14	10,759	4%	103
14. Hospital	15,647	2%	104	22,699	9%	150
15. All Other Institutions	4	*	0.5	230	*	26
TOTAL	739,760	101%	652	252,715	99%	223

* less than 0.5 percent

Table 5-6. Photocopying in Lieu of Interlibrary Loan, per Typical Week.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
Type of Library	In Lieu of Loans To Other Libraries				In Lieu of Loans From Other Libraries			
	Periodicals		Other Materials		Periodicals		Other Materials	
	No.	%	No.	%	No.	%	No.	%
1. Comprehensive Reference	18,039	20%	3,292	9%	3,148	8%	519	6%
2. Health Science	6,496	7%	944	3%	9,269	24%	2,369	25%
3. Engineering	488	1%	191	1%	789	2%	419	5%
4. Agriculture and Forestry	15	*	5	*	50	*	0	0%
5. History	542	1%	13,050	35%	297	1%	280	3%
6. Commerce and Industry	42	*	54	*	152	1%	41	1%
7. Environment	178	*	6,050	16%	779	2%	272	3%
8. Education	1,380	1%	306	1%	2,925	8%	487	5%
9. Welfare	722	1%	643	2%	626	2%	584	6%
10. Other Technical Types	50,626	56%	5,359	15%	1,997	5%	855	9%
11. Law and Legislation	1,714	2%	2,416	7%	6,590	17%	867	9%
12. Adult Corrections	185	*	4,249	12%	954	2%	2,047	22%
13. Juvenile Corrections	15	*	31	*	274	1%	85	1%
14. Hospital	10,625	12%	200	1%	10,350	27%	469	5%
15. All Other Institutions	0	0%	0	0%	12		0	0%
TOTAL	91,067	101%	36,790	102%	38,212	100%	9,294	100%

* less than 0.5 percent.

sources, and received 30% of the photocopies from periodicals and 28% from other sources. Group C libraries had the highest number of photocopying transactions in lieu of loans, making 66% of the copies from periodicals and 72% of all copies from other sources, and receiving 44% of the copies from periodicals and 57% from other sources.

The total of photocopy items sent in lieu of interlibrary loan was nearly nine times as great as the number of loans of the materials themselves (6,649,000 items as compared to 740,000, per year in both cases). The total of photocopy items received was nearly ten times greater than the total of the actual book or other material received on interlibrary loan.

In each of the 15 types of libraries, photocopying in lieu of interlibrary loan constituted a greater percentage of all loans than direct loan of the materials (see Table 5-7). Of all interlibrary loans, both to and from other libraries, about 10% were direct loan of material and 90% were photocopies. For materials lent by Group A libraries, 32% were direct loan and 68% were photocopies; the percentages were 12% and 88% respectively for materials received. Group B libraries loaned 3% direct and 97% photocopies; they received 11% direct and 89% photocopied. Group C loaned 2% direct and 98% by photocopy; they received 7% direct and 93% photocopied.

When we compare (a) the combined total of direct loans plus photocopies which were lent with (b) the combined total which were received (column n of Table 5-7), these state-level special libraries lent almost three times as much material as they received, a ratio of 2.7 to 1. For Group A, the ratio of total lent to total received is 296%; for Group B, 99%; and for Group C, 373%. Still nine of the 15 types of libraries (3 in Group B, 6 in Group C) loaned fewer items than they received. For 98 university libraries in the Association of Research Libraries, the median ratio of items loaned to items received was

Table 5-7. All Interlibrary Loans Lent and Received (Both Direct and Photocopies), per Typical Week, by Type of Library

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Type of Library	All Loans Lent						All Loans Received						Col. f/ Col. 1 x 100
	Direct		Photocopies		Total		Direct		Photocopies		Total		
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	
1. Comprehensive Reference	11,129	34%	21,331	66%	32,460	100%	1,361	27%	3,667	73%	5,028	100%	646%
2. Health Science	574	7%	7,440	93%	8,014	100%	666	5%	11,638	95%	12,304	100%	65%
3. Engineering	79	10%	679	90%	758	100%	165	12%	1,208	88%	1,373	100%	55%
4. Agriculture and Forestry	1	5%	20	95%	21	100%	7	12%	50	88%	57	100%	37%
5. History	181	1%	13,592	99%	13,773	100%	15	3%	577	97%	592	100%	2326%
6. Commerce and Industry	14	13%	96	87%	110	100%	43	18%	193	82%	236	100%	47%
7. Environment	104	2%	6,228	98%	6,332	100%	186	15%	1,051	85%	1,237	100%	512%
8. Education	852	34%	1,686	66%	2,538	100%	281	8%	3,412	92%	3,693	100%	69%
9. Welfare	84	6%	1,365	94%	1,449	100%	113	9%	1,210	91%	1,323	100%	110%
10. Other Technical Types	111	*	55,985	100%	56,096	100%	191	6%	2,852	94%	3,043	100%	1,843%
11. Law and Legislation	725	15%	4,130	85%	4,855	100%	120	2%	7,457	98%	7,577	100%	64%
12. Adult Corrections	70	2%	4,434	98%	4,504	100%	1,064	26%	3,001	74%	4,065	100%	111%
13. Juvenile Corrections	27	37%	46	63%	73	100%	207	37%	359	63%	566	100%	13%
14. Hospital	301	3%	10,825	97%	11,126	100%	437	4%	10,819	96%	11,256	100%	99%
15. All Other Institutions	-		-		-		4	25%	12	75%	16	100%	0%
TOTAL	14,252	10%	127,857	90%	142,109	100%	4,860	9%	47,506	91%	52,366	100%	271%

* less than 0.5 percent

2.4 to 1 for 1978-79; for 98 universities in the Association of College and Research Libraries the ratio was 1.5 to 1 in 1978-79. With the exception of the Group B state institutional libraries, the state libraries had a considerably higher ratio of items loaned to items received than the ARL and ACRL libraries.

The survey of Federal libraries in 1972 also requested information about interlibrary loan transactions. Their figures included both photocopy and direct interlibrary loan transactions. Their definition of a photocopy item is the same as that in this present survey (that is, one photocopied item may include several pages). The total number of items loaned by 724 comparable Federal libraries was 285,080, or a yearly average per library of 394. This compares with a yearly average per state-level library of 765. The 559 Federal special and technical libraries had a yearly average of 477 as compared with an average of 320 for 593 state special and technical libraries. The 165 Federal hospital and penal libraries had an average of 113 while the 400 state institutional libraries had an average of 90.

The Federal special and technical libraries received a yearly average per library of 718 items on interlibrary loans; the state special and technical libraries an average of 184. The Federal hospital and penal libraries received an average of 124, and the state institutional libraries 258 per library.

Sec. 5. Classification Systems

The libraries were asked to indicate which system was used for classifying most or all new acquisitions. Possible responses were (1) Library of Congress, (2) Dewey Decimal, or (3) other. Table 5-8 shows the distribution of responses. Overall, 50% of all 1,134 libraries use the Dewey Decimal system, 35% some other system, and 15% Library of Congress. The types of libraries with over 60% using the Dewey Decimal system were those serving a more varied clientele: Comprehensive Reference - 74%, Education - 64%, and Group B (institutional libraries) - 80%. With the exceptions of History (52% Dewey), Education (64%), and Welfare (50%) libraries, the technical libraries tend to have a greater percentage using a system other than Dewey or LC. Although libraries were asked to specify which other systems they used, that information was not available for inclusion in this report.

Table 5-8. Classification Systems Used, by Type of Library.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
Type of Library	LC		Dewey Decimal		Other		Total	
	No.	%	No.	%	No.	%	No.	%
1. Comprehensive Reference	6	18%	25	74%	3	9%	34	101%
2. Health Science	34	22%	40	26%	78	51%	152	99%
3. Engineering	19	31%	17	27%	26	42%	62	100%
4. Agriculture and Forestry	4	33%	2	17%	6	50%	12	100%
5. History	7	23%	16	52%	8	26%	31	101%
6. Commerce and Industry	11	29%	5	13%	22	58%	38	100%
7. Environment	9	23%	8	20%	23	58%	40	101%
8. Education	18	11%	102	64%	39	25%	159	100%
9. Welfare	2	9%	11	50%	9	41%	22	100%
10. Other Technical Types	17	22%	15	20%	45	58%	77	100%
11. Law and Legislation	25	23%	13	12%	69	65%	107	100%
12. Adult Corrections	2	2%	119	88%	15	11%	136	101%
13. Juvenile Corrections	0	0%	92	89%	12	12%	104	101%
14. Hospital	15	10%	99	66%	37	25%	151	101%
15. All Other Institutions	0	0%	7	78%	2	22%	9	100%
TOTAL	169	15%	571	50%	394	35%	1,134	100%

Sec. 6. Library Physical Facilities.

Table 5-9 shows the figures for net floor area (excluding custodial, mechanical, and general access), total length in feet of shelving available for library materials, and the number of seats for patrons. The Comprehensive Reference libraries were highest on a per library basis, with respect to all three categories. On the average, the area of the Comprehensive Reference libraries was 12 times larger than the average of all other library types combined; they had an average of 17 times more shelving than the others combined; but they had only three times as many seats for patrons. It is interesting to note that the Adult Corrections libraries had nearly as many seats available per library as the Comprehensive Reference type, while much smaller in floor area. Group A libraries were an average of 13,919 square feet in area, had an average of 12,979 feet of shelving, and provided an average of 35 seats per library for patrons. Group B libraries were 2,053 square feet, had 1,020 feet of shelving, and provided 37 seats per library. Group C libraries were 4,689 square feet, had 1,725 feet of shelving, and provided 19 seats.

Table 5-9. Physical Features, by Type of Library.

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
	Net Floor Area			Lineal Feet of Shelving			Seats for Patrons		
Type of Library	Total	% of Total	Average per Library	Total	% of Total	Average per Library	Total	% of Total	Average per Library
1. Comprehensive Reference	1,346,992	24%	39,617	1,316,012	40%	38,706	2,131	7%	63
2. Health Science	588,274	11%	3,870	201,090	6%	1,323	3,475	11%	23
3. Engineering	84,250	2%	1,359	73,194	2%	1,181	650	2%	10
4. Agriculture and Forestry	11,789	*	982	48,496	1%	4,041	105	*	9
5. History	426,138	8%	13,746	385,360	12%	12,431	1,265	4%	41
6. Commerce and Industry	34,106	1%	898	29,815	1%	785	304	1%	8
7. Environment	34,381	1%	860	25,260	1%	632	383	1%	10
8. Education	1,499,548	27%	9,431	113,787	3%	716	4,230	14%	27
9. Welfare	18,049	*	820	7,606	*	346	156	1%	7
10. Other Technical Types	84,260	2%	1,094	138,751	4%	1,802	674	2%	9
11. Law and Legislation	615,707	11%	5,754	514,081	16%	4,804	2,773	9%	26
12. Adult Corrections	305,566	5%	2,247	160,531	5%	1,180	6,932	22%	51
13. Juvenile Corrections	264,897	5%	2,547	116,790	4%	1,123	2,875	9%	28
14. Hospital	239,311	4%	1,585	127,081	4%	841	5,010	16%	33
15. All Other Institutions	11,563	*	1,285	3,402	*	378	178	7%	19
TOTAL	5,564,831	101%	4,907	3,261,256	99%	2,876	31,141	100%	27

* less than 0.5%

APPENDIX 1

Basic Tables

The basic tables which are referred to in the text are listed by title on pages 50 and 51. These tables are not included in this publication in order that the printing cost could be held to a reasonable level.

Readers who are interested in data in greater detail than those presented in the text may order copies of the basic tables from:

National Technical Information Service
5285 Port Royal Road
Springfield, VA 22151
Phone: (804) 557-4650

To order, send check or money order for $_____ and refer to NTIS Accession No._____.

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Explanation of Symbols and Terms on the Tables

(For definitions of terms, see survey form in Appendix 2.)

Table 1. Col. (2): The Library Type Code is to be found in Table 4 col.(1).
Col. (4) and (5): in volumes
Col. (7): in titles.

Table 12. Col. (5) "Microforms" consists of the number of book and periodical titles in microform, i.e., the sum of cols. 4 and 6 of Table 8.

Appendix 2. Survey Form

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
NATIONAL CENTER FOR EDUCATION STATISTICS
WASHINGTON, D.C. 20202

LIBRARY GENERAL INFORMATION SURVEY *(LIBGIS II)*

SURVEY OF SPECIAL LIBRARIES SERVING STATE GOVERNMENTS – FISCAL YEAR 1977

DUE DATE
June 19, 1978

OMB NO. 51-S77023
APPROVAL EXPIRES: 6/30/79

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM.

STATE CODE

SERIAL CODE

This report is authorized by law (20 U.S.C. 1221-1). While you are not required to respond, your cooperation is needed to make the results of this survey, comprehensive, accurate, and timely.

Please return the completed form to the Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, Attention: Room 3147-LIBGIS (SG), 400 Maryland Avenue, SW, Washington, D.C. 20202.

1. NAME AND ADDRESS OF SPECIAL LIBRARY *(make any needed corrections below, including ZIP code)*

PURPOSE OF THE SURVEY. This survey will provide current information about the service outlets, holdings, staffing, receipts, expenditures, loan transactions, reference transactions, physical facilities, and hours and days open of these libraries. Furthermore, as a part of the Library General Information Survey, it will help provide a total picture of special libraries serving State governments on a nationwide basis.

PERSON TO CONTACT *(if necessary)* CONCERNING THE INFORMATION REPORTED ON THIS FORM

FIRST NAME – MIDDLE INITIAL – LAST NAME

TITLE

ADDRESS *(include ZIP code)*

TELEPHONE

Area Code	Number	Extension

PART I – SERVICE OUTLETS, FALL 1977

TYPE OF PUBLIC SERVICE OUTLET	LINE NO.	CORE NO.	NUMBER OF SERVICE OUTLETS
CENTRAL LIBRARY	2		
BRANCHES	3		
TOTAL SERVICE OUTLETS (sum of lines 2 and 3)	4		

PLEASE CHECK THE TYPE OF LIBRARY LISTED BELOW WHICH MOST CLOSELY RESEMBLES YOUR LIBRARY *(check ONE only)* — 5

☐ COMPREHENSIVE REFERENCE

SPECIALIZED/TECHNICAL

☐ a. Health Science
☐ b. Engineering, Science, Transportation
☐ c. Agriculture and Forestry
☐ d. History
☐ e. Commerce and Industry
☐ f. Environment
☐ g. Education
☐ h. Welfare
☐ i. All other specialized/technical types of libraries *(specify)*

☐ LAW AND LEGISLATION

INSTITUTION *(service for residents)*

☐ a. Adult Corrections
☐ b. Juvenile Corrections
☐ c. Hospital
☐ d. All other institutions *(specify)*

NAME OF DIVISION, DEPARTMENT OR STATE AGENCY OF WHICH THIS LIBRARY IS A PART	LINE NO.
	6

THIS LIBRARY IS *(check ONE only)*

☐ a. OPEN TO THE GENERAL PUBLIC
☐ b. OPEN TO THE GENERAL PUBLIC WITH RESTRICTIONS
☐ c. CLOSED TO THE GENERAL PUBLIC

7

NCES FORM 2384-2, 6/77

PART II – LIBRARY STAFF, FALL 1977

LIBRARY STAFF POSITIONS	SEX	NUMBER		NUMBER OF PERSONS IN FILLED POSITIONS ON OR ABOUT OCTOBER 1, 1977		
		LINE	CORE	FULL-TIME (a)	PART-TIME NUMBER OF PERSONS (in whole numbers) (b)	PART-TIME NUMBER OF FULL-TIME EQUIVALENTS (in tenths) (c)
LIBRARIANS, MEDIA SPECIALISTS, AUDIOVISUAL SPECIALISTS	MALE	8				
	FEMALE	9				
OTHER PROFESSIONAL STAFF	MALE	10				
	FEMALE	11				
TECHNICAL, CLERICAL AND OTHER SUPPORTING STAFF	MALE	12				
	FEMALE	13				
PLANT OPERATION AND MAINTENANCE STAFF *(exclude staff provided by contract or State government)*	MALE	14				
	FEMALE	15				
TOTAL (sum of lines 8 through 15)		16				

PLEASE CHECK THE HIGHEST EDUCATIONAL LEVEL OF PERSON IN CHARGE OF LIBRARY *(this information will not be published for individual libraries)*

LINE NUMBER 17

- ☐ a. HIGH SCHOOL OR LESS
- ☐ b. LESS THAN A BACHELOR'S DEGREE
- ☐ c. BACHELOR'S DEGREE
- ☐ d. FIFTH-YEAR BACHELOR'S DEGREE
- ☐ e. MASTER'S DEGREE
- ☐ f. MASTER'S DEGREE IN LIBRARY AND/OR INFORMATION SCIENCE
- ☐ g. POST-MASTER'S *(sixth year non-degree program*
- ☐ h. PH.D. OR OTHER DOCTORAL LEVEL DEGREE

PART III – LIBRARY EXPENDITURES FROM ALL SOURCES, FISCAL YEAR 1977

CATEGORY	NUMBER LINE	NUMBER CORE	AMOUNT *(whole dollars only)*
SALARIES AND WAGES FOR STAFF *(exclude plant operation and maintenance staff)*	18	C6	$
SUPPLIES AND MATERIALS			
BOOK *(exclude microforms, include preprocessing costs where applicable)*	19	C8	$
PERIODICAL *(exclude microforms)*	20	C7	$
MICROFORM	21	C8	$
AUDIOVISUAL *(exclude microforms)*	22	C9	$
OTHER *(exclude microforms and audiovisual supplies and materials)*	23	C10	$
BINDING AND REBINDING	24	C11	$
LIBRARY EQUIPMENT			
MICROFORM EQUIPMENT	25	C13a	$
AUDIOVISUAL EQUIPMENT	26	C12	$
ALL OTHER LIBRARY EQUIPMENT	27	C13	$
PLANT OPERATION AND MAINTENANCE *(include salaries and wages, contractual services, custodial supplies, utilities (heat, electricity, water, gas), etc.)*	28		$
ALL OTHER EXPENDITURES NOT ENTERED IN LINES 18 THROUGH 28	29	C14	$
TOTAL EXPENDITURES (sum of lines 18 through 29)	30	C15	$

NAME OF LIBRARY	IDENTIFICATION NUMB.

PART IV – LIBRARY RECEIPTS, FISCAL YEAR 1977

CATEGORY	NUMBER LINE	NUMBER CODE	AMOUNT (whole dollars only)
STATE (exclude Federal moneys distributed by the State)	31		$
FEDERAL	32		$
OTHER (specify)	33		$
TOTAL (sum of lines 31 through 33)	34		$

PART V – LIBRARY COLLECTION, FISCAL YEAR 1977

CATEGORY	NUMBER LINE	NUMBER CODE	ADDED DURING FISCAL YEAR (a)	HELD AT END OF FISCAL YEAR (b)
BOOK STOCK (exclude bound periodicals and microforms)				
NUMBER OF VOLUMES	35	C18		
NUMBER OF TITLES*	36	C17		
SEPARATE GOVERNMENT DOCUMENTS COLLECTIONS				
NUMBER OF VOLUMES	37			
BOUND PERIODICALS (exclude microforms)				
NUMBER OF VOLUMES	38	C18		
NUMBER OF TITLES*	39	C19		
CURRENT PERIODICAL SUBSCRIPTIONS				
NUMBER OF TITLES*	40	C20		
UNBOUND NONCURRENT PERIODICALS				
NUMBER OF VOLUMES	41			
NUMBER OF TITLES*	42			
MICROFORMS				
NUMBER OF TITLES* REPRESENTED BY BOOKS ON ALL TYPES OF MICROFORMS	43	C21		
NUMBER OF TITLES* REPRESENTED BY PERIODICALS ON ALL TYPES OF MICROFORMS	44	C22		
NUMBER OF PHYSICAL UNITS OF ALL TYPES OF MICROFORMS NOT REPORTED ON LINES 43 AND 44	45	C23		
OTHER TYPES OF LIBRARY MATERIALS				
NUMBER OF TITLES* OF ALL AUDIOVISUAL MATERIALS	46	C24		
NUMBER OF TITLES* OF ALL OTHER LIBRARY MATERIALS (i.e., flat pictures, study print sets, charts, games, etc.)	47	C25		

*Exclude duplicate copies.

HEALTH SCIENCES COLLECTION

THE FOLLOWING ITEMS ARE INCLUDED AT THE REQUEST OF *THE NATIONAL LIBRARY OF MEDICINE*, TO HELP THEM IDENTIFY THE LIBRARIES WITH SIGNIFICANT HOLDINGS IN THE FIELD OF THE HEALTH SCIENCES, SO THE NLM CAN ASSIST THEM IN THE EXPANSION AND IMPROVEMENT OF THEIR BASIC RESOURCES IN THIS FIELD, AND TO HELP THE NLM FULFILL THEIR RESPONSIBILITIES RESPECTING THE DEVELOPMENT OF A NATIONAL SYSTEM OF REGIONAL MEDICAL LIBRARIES, EACH OF WHICH WOULD HAVE FACILITIES OF SUFFICIENT DEPTH AND SCOPE TO SUPPLEMENT THE SERVICES OF OTHER MEDICAL LIBRARIES WITHIN THEIR REGION.

48. PERCENT OF CURRENT PERIODICAL SUBSCRIPTIONS, FALL 1977 (line 48, column (b)) IN HEALTH SCIENCES	%
49. PERCENT OF BOOK TITLES HELD AT END OF FISCAL YEAR 1977 (line 36, column (b)) IN HEALTH SCIENCES	%
50. PERCENT OF BOOK TITLES HELD ON MICROFORM AT END OF FISCAL YEAR 1977 (line 43, column (b)) IN HEALTH SCIENCES	%

PART V – LIBRARY COLLECTION, FISCAL YEAR 1977 (continued)

AGRICULTURE COLLECTION

THE FOLLOWING ITEMS ARE INCLUDED AT THE REQUEST OF *THE NATIONAL AGRICULTURAL LIBRARY*, TO HELP THEM IDENTIFY WITH SIGNIFICANT HOLDINGS IN THE FIELD OF AGRICULTURE, SO THEY CAN FULFILL THEIR RESPONSIBILITIES RESPECTING THE ORGANIZATION AND COORDINATION OF A NATIONAL AGRICULTURAL SCIENCE INFORMATION SYSTEM FOR PROCURING, PRESERVING, DISSEMINATING AGRICULTURAL INFORMATION.

51. DOES YOUR LIBRARY HAVE APPROXIMATELY 50 OR MORE CURRENT PERIODICAL SUBSCRIPTIONS, FALL 1977, IN THE FIELD OF AGRICULTURE?	52. DOES YOUR LIBRARY HAVE APPROXIMATELY 500 OR MORE TITLES OF BOOKSTOCK HELD AT END OF THE FISCAL YEAR 1977, IN THE FIELD OF AGRICULTURE?	53. DOES YOUR LIBRARY HAVE A SPECIAL COLLECTION OF LESS THAN 50 CURRENT PERIODICAL SUBSCRIPTIONS, FALL 1977, AND/OR LESS THAN 500 TITLES OF BOOKSTOCK HELD AT THE END OF THE FISCAL YEAR 1977, IN THE FIELD OF AGRICULTURE?
☐ a. YES ☐ b. NO	☐ a. YES ☐ b. NO	☐ a. YES ☐ b. NO

54. IF YOUR ANSWER TO ANY OF THE PRECEDING THREE QUESTIONS *(items 51 through 53)* IS "YES," COMPLETE THE FOLLOWING:

THE PERSON TO WHOM INQUIRIES SHOULD BE MADE CONCERNING THE AGRICULTURE COLLECTION IS: ☐ 1. The same as the respondent *(page 1)*. ☐ 2. Not the same as the respondent *(page 1)* and is:

FIRST NAME - MIDDLE INITIAL - LAST NAME	TITLE	TELEPHONE		
		Area Code	Number	Extension

ADDRESS *(number, street, and city)*	STATE	ZIP CODE

PART VI – LIBRARY LOAN TRANSACTIONS AND USE, FISCAL YEAR 1977

CATEGORY	NUMBER		NUMBER
	LINE	CORE	
DIRECT CIRCULATION OF ALL MATERIALS TO LIBRARY USERS	55	C26	
INTERLIBRARY LOANS			
PROVIDED TO OTHER LIBRARIES	56	C27	
RECEIVED FROM OTHER LIBRARIES	57	C28	

PART VII – LIBRARY PHOTOCOPYING TRANSACTIONS PER TYPICAL WEEK, FALL 1977

CATEGORY	NUMBER		NUMBER
	LINE	CORE	
PHOTOCOPIES MADE FOR PATRONS BY LIBRARY STAFF *(exclude unsupervised machines)*			
NUMBER OF ITEMS OF PHOTOCOPIES OF ARTICLES FROM PERIODICALS	58		
NUMBER OF ITEMS OF PHOTOCOPIES FROM MATERIALS OTHER THAN PERIODICALS *(e.g., books, monographs, etc.)*	59		
PHOTOCOPIES MADE IN LIEU OF INTERLIBRARY LOAN			
PROVIDED TO OTHER LIBRARIES			
NUMBER OF ITEMS OF PHOTOCOPIES OF ARTICLES FROM PERIODICALS	60		
NUMBER OF ITEMS OF PHOTOCOPIES FROM MATERIALS OTHER THAN PERIODICALS *(e.g., books, monographs, etc.)*	61		
RECEIVED FROM OTHER LIBRARIES			
NUMBER OF ITEMS OF PHOTOCOPIES OF ARTICLES FROM PERIODICALS	62		
NUMBER OF ITEMS OF PHOTOCOPIES FROM MATERIALS OTHER THAN PERIODICALS *(e.g., books, monographs, etc.)*	63		

PART VIII – NUMBER OF REFERENCE AND DIRECTIONAL TRANSACTIONS PER TYPICAL WEEK, FALL 1977

TRANSACTION	NUMBER		NUMBER OF TRANSACTIONS
	LINE	CORE	
TOTAL REFERENCE TRANSACTIONS PER TYPICAL WEEK	64		
TOTAL DIRECTIONAL TRANSACTIONS PER TYPICAL WEEK	65		

PART IX – LIBRARY HOURS AND DAYS OPEN PER WEEK *(central or main library only)*, FALL 1977

NUMBER	NUMBER		NUMBER
	LINE	CORE	
TOTAL HOURS OPEN PER TYPICAL WEEK *(whole hours only, omit fractions)*	66	C32	
TOTAL DAYS OPEN 2 HOURS OR MORE, PER TYPICAL WEEK *(count each day open for 2 hours or more as one whole day, omit fractions)*	67	C33	

NAME OF LIBRARY	IDENTIFICATION NUMBER

PART X – LIBRARY PHYSICAL FACILITIES, FALL 1977

CATEGORY	NUMBER LINE	NUMBER CORE	NUMBER
NET AREA, IN SQUARE FEET, OF SPACE ASSIGNED FOR LIBRARY PURPOSES *(exclude custodial, mechanical, and general access areas)*	68	C29	
TOTAL LENGTH, IN FEET, OF SHELVING AVAILABLE FOR LIBRARY MATERIALS *(shelving capacity)*	69	C30	
SEATS AVAILABLE FOR LIBRARY USERS *(seating capacity)*	70	C31	

PART XI – CLASSIFICATION SYSTEM USED FOR NEW ACQUISITIONS, FALL 1977

WHAT CLASSIFICATION DOES YOUR LIBRARY USE FOR CLASSIFYING MOST OR ALL NEW ACQUISITIONS? ☐(1) LIBRARY OF CONGRESS ☐(2) DEWEY DECIMAL ☐(3) OTHER *(specify)*	NUMBER LINE	NUMBER CORE
	71	

PART XII – PARTICIPATION IN COOPERATIVE ARRANGEMENTS AND/OR NETWORKS, FALL 1977

DOES YOUR LIBRARY PARTICIPATE IN COOPERATIVE ARRANGEMENTS AND/OR NETWORKS WITH LIBRARIES OF OTHER INSTITUTIONS OR AGENCIES? ☐(1) YES ☐(2) NO	NUMBER LINE	NUMBER CORE
	72	
IF ANSWER TO LINE 72 ABOVE IS "YES," GIVE NAME AND LOCATION OF THE COOPERATIVE AND/OR NETWORKS. *(If more than 12, continue on reverse or on attached sheets)*	73	

FIRST NAME · MIDDLE INITIAL · LAST NAME	FIRST NAME · MIDDLE INITIAL · LAST NAME
NUMBER AND STREET	NUMBER AND STREET
CITY · STATE · ZIP CODE	CITY · STATE · ZIP CODE
FIRST NAME · MIDDLE INITIAL · LAST NAME	FIRST NAME · MIDDLE INITIAL · LAST NAME
NUMBER AND STREET	NUMBER AND STREET
CITY · STATE · ZIP CODE	CITY · STATE · ZIP CODE
FIRST NAME · MIDDLE INITIAL · LAST NAME	FIRST NAME · MIDDLE INITIAL · LAST NAME
NUMBER AND STREET	NUMBER AND STREET
CITY · STATE · ZIP CODE	CITY · STATE · ZIP CODE
FIRST NAME · MIDDLE INITIAL · LAST NAME	FIRST NAME · MIDDLE INITIAL · LAST NAME
NUMBER AND STREET	NUMBER AND STREET
CITY · STATE · ZIP CODE	CITY · STATE · ZIP CODE
FIRST NAME · MIDDLE INITIAL · LAST NAME	FIRST NAME · MIDDLE INITIAL · LAST NAME
NUMBER AND STREET	NUMBER AND STREET
CITY · STATE · ZIP CODE	CITY · STATE · ZIP CODE
FIRST NAME · MIDDLE INITIAL · LAST NAME	FIRST NAME · MIDDLE INITIAL · LAST NAME
NUMBER AND STREET	NUMBER AND STREET
CITY · STATE · ZIP CODE	CITY · STATE · ZIP CODE

PART XIII – REQUEST FOR COPY OF THE REPORT(S) RESULTING FROM THIS SURVEY

To reduce printing and distribution expenses of publication, routine free distribution is not being made. However, single copies of the report(s) resulting from this survey may be obtained from National Center for Education Statistics, as long as the limited supply lasts, by checking the following item: ☐ **Please send a copy of the report(s) from this survey. Additional copies may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.**

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
EDUCATION DIVISION
NATIONAL CENTER FOR EDUCATION STATISTICS
WASHINGTON, D.C. 20202

LIBRARY GENERAL INFORMATION SURVEY *(LIBGIS II)*

SURVEY OF SPECIAL LIBRARIES SERVING STATE GOVERNMENTS FISCAL YEAR 1977

READ THESE INSTRUCTIONS BEFORE COMPLETING THIS FORM. Mail the completed form as instructed in cover letter.

GENERAL INSTRUCTIONS

1. **Special Libraries Serving State Governments.** For the purpose of this survey, a special library serving State Government is defined as any library supported by and/or operated by a State Government agency, which serves a department(s) or organization(s) within the State Government.

A library is an organized collection of printed books, periodicals, and any other graphic or audiovisual materials, with the services of a staff to provide and facilitate the use of such materials, as required to meet the informational, research, and educational needs of the parent department.

The library may consist of a single unit, or it may be a multi-unit organization having branches and other outlets administered by a single director under a unified budget.

Special libraries serving State government include those for staff and/or residents in such State-supported institutions as prisons, hospitals, and youth correctional schools. Special libraries located on college and university campuses are included in this survey if such libraries are primarily supported by a State government agency to serve State departments or organizations within State government.

2. **Time Period Covered.** The survey covers the fiscal year that ended during the calendar year of January 1, 1977 through December 31, 1977. The following data categories are as of Fall 1977: service outlets, library staff, library photocopying transactions per typical week, reference and directional transactions per typical week, library hours and days open per week, library physical facilities, classification system used, and participation in cooperative arrangements and/or networks. The following data categories are as of Fiscal Year 1977: library expenditures from all sources, library receipts, library collections, and library loan transactions and use.

3. **Need for Estimates.** Do not leave any items blank. Enter "0" if the appropriate entry for an item is zero or "none." Enter "N. App." if an item does not apply to your situation. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, ENTER AN ESTIMATE OF THE AMOUNT. Indicate that the figure is an estimate by parentheses ( ). Estimates are needed if exact data are not available.

4. **Identification Number.** Enter the identification number at the upper right corner of each page, in item captioned "Identification Number." The number is given in the upper right corner of the mailing label.

5. **Questions.** If you have any questions, write either Helen M. Eckard, Department of Health, Education, and Welfare, Education Division, National Center for Education Statistics, Attention: Learning Resources Branch, Room 3147, 400 Maryland Avenue, SW, Washington, D.C. 20202, telephone (202) 472-5977; or Cynthia McLaughlin, The State Library of Ohio, 65 Front Street, Columbus, Ohio 43215, telephone (614) 466-3710.

SPECIFIC INSTRUCTIONS

PART I. NUMBER OF SERVICE OUTLETS, FALL 1977

1. **Type of service outlet (lines 2 through 4).** Each service outlet administered by your library should be reported as one and only one type of service outlet. Do NOT report any single outlet twice.

2. **Central Library (line 2).** The single unit library or the unit which is the administrative center, where the principal collections are kept and handled. Also called Main Library.

3. **Branch Libraries (line 3).** Branch libraries are auxiliary units which have all of the following. (1) separate quarters, (2) a permanent basic collection of books, (3) a permanent staff, and (4) a regular schedule for opening to their clientele. They are, however, administered from a central unit.

4. **Type of Library (line 5).** Check the type of library listed which best identifies your type of library. Check only one category.

COMPREHENSIVE REFERENCE LIBRARY. A comprehensive reference library provides service to several agencies, departments, or branches of State government. Its collection usually consists of materials on present and potential State responsibilities and public policies, including those of specific interest to specific agencies as well as materials of broad interest to other agencies. It may include a law collection, and its divisions or sections may include specialized collections. It usually provides both reference and loan services.

SPECIALIZED/TECHNICAL LIBRARY. A specialized/technical library supports its parent organization, department, or agency's mission plans with library and information services. Its collections are predominately devoted to the various subject specialties of its specific State department or agency.

LAW AND LEGISLATION LIBRARY. A law and legislation library has a collection which is predominately devoted to law and legislation, including such materials as publications relating to proposed, pending, or completed legislation, laws, bills hearings, reports and documents on legislative matters by committees of legislative bodies of Federal, State, or local government.

INSTITUTION LIBRARY. A library maintained by a State to provide service to the residents and staff of a specific institution, i.e., adult corrections, juvenile corrections, hospitals, etc.

5. **Division/Agency of Government (line 6).** Enter name of the division, department, or agency of the State government of which this library is a part. Institution libraries report the name of the division, department, or agency which has the responsibility for the residents of that institution.

6. **Public Use of Library (line 7).** Indicate whether the general public may use your library with or without restrictions, or whether the library is closed to the general public.

PART II. LIBRARY STAFF, FALL 1977

7. **Full-time Employees (lines 8a through 16a).** Report all paid employees by sex who work the full-time work week established for your library, if your full-time work week is 32 hours or more. However, if your full-time work week is fewer than 32 hours, report all paid employees a part-time employees, in lines 8b through 16b. Do NOT include volunteer help.

8. **Part-time Employees (lines 8b through 16b).** Report all paid employees by sex who work less than the full-time work week for your library or who work less than 32 hours per week if your work-week is less than 32 hours (see preceding item 7). Do NOT include voluntear help.

9. **Full-time Equivalents of Part-time Employees (lines 8c through 16c).** To compute "full-time equivalents"(FTE) of part-time employees, take the number of hours worked per week by a part-time employee and divide it by the number of hours in your full-time work week (or by the number of hours considered by your library to be a full-time work week if your full-time work week is less than 32 hours). The following examples illustrate the method of determining full-time equivalents (FTE's), shown to one decimal place:

a. A part-time employee who works 20 hours per week in a library having 40 hour work week is computed as follows: 20 divided by 40 equals .5 FTE.

b. A part-time employee who works 20 hours per week in a library having a 30 hour work week is computed as follows: 20 divided by 30 equals .7 FTE.

c. An employee who works in a library on a full-time basis during only one-half of the fiscal year should be counted as ONE PART–TIME EMPLOYEE in column b and .5 FTE in column c in lines 8 through 15.

10. **Lines 8-9, Librarian.** A staff member doing work that requires professional training and skill in the theoretical and/or scientific aspect of library work as distinct from its mechanical or clerical aspect. **Media Specialist.** A staff member doing work that requires professional training and skill in educational media, as distinct from its mechanical or clerical aspect. **Audiovisual Specialist.** A staff member doing work that requires professional training and skill in audiovisual materials and equipment, as distinct from its mechanical or clerical aspect.

11. **Lines 10-11, Other Professional Staff.** Persons who, though not librarians, media specialists, or audiovisual specialists, are in positions normally requiring at least a bachelor's degree. May include archivist, curator, art historian, statistician, business manager, editor, etc.

12. **Lines 12-13, Technical, Clerical, and Other Supporting Staff.** Persons in technical assistance, receiving, shipping, storing, secretarial duties, etc.

13. **Lines 14-15, Plant Operation and Maintenance Staff.** Persons responsible for the housekeeping activities with keeping the physical plant open, ready for use, and protected; and with keeping the grounds, buildings, and equipment at their original condition of completeness or efficiency.

14. **Line 16, Total.** Sum of lines 8 through 15.

15. **Highest Educational Level of Person in Charge of Library (line 17).** This information will not be given for individual libraries in the survey report. It will appear only in aggregate statistics in which individual libraries will not be identifiable.

PART III. LIBRARY EXPENDITURES FROM ALL SOURCES, FISCAL YEAR 1977

16. **Amount.** To insure accurate reporting, have your business officer provide the entries made in lines 18 through 29. Report only such moneys expended during the 1977 fiscal year, regardless of when the moneys may have been received from Federal, State, or other sources. Report all expenditures as whole dollars only, omit cents.

17. **Salaries and Wages (line 18).** This amount should be the salaries and wages for all library staff except plant operation and maintenance staff, as reported on line 18 for the 1977 fiscal year. Include salaries and wages before deductions, but exclude "fringe benefits."

18. **Books (line 19).** This amount should be the expenditures for the books purchased during the 1977 fiscal year, as reported in lines 35 and 36 of column (a). It should exclude expenditures for periodical subscriptions and microform. It should include preprocessing costs, where applicable.

19. **Periodicals (line 20).** This amount should be the expenditures for the current periodical subscriptions purchased during the 1977 fiscal year, as reported in column (b), line 40. It should exclude expenditures for books, microforms, and binding of periodicals.

20. **Microform (line 21).** This amount should be the expenditures for all microforms purchased during the 1977 fiscal year, as reported in column (a), lines 43 through 45.

21. **Audiovisual (line 22).** This amount should be the expenditures for all of the audiovisual supplies and materials purchased during the 1977 fiscal year, as reported in column (a), line 46. It should exclude expenditures for microforms.

22. **Other Library Supplies and Materials (line 23).** This amount should be the expenditures for supplies and materials other than books, periodicals, microforms, and audiovisual supplies and materials, purchased during the 1977 fiscal year, as reported in column (a) of line 47.

23. **Binding and Rebinding (line 24).** Report only expenditures paid to commercial binderies for all binding and rebinding of books and periodicals during the 1977 fiscal year. Do NOT allocate wages, materials, etc., for binding.

24. **Microform Equipment (line 25).** This amount should be the expenditures for all microform equipment purchased during the 1977 fiscal year.

25. **Audiovisual Equipment (line 26).** This amount should be the expenditures for all audiovisual equipment purchased during the 1977 fiscal year.

26. **Other Library Equipment (line 27).** This amount should be the expenditures for all other library equipment purchased during the 1977 fiscal year.

27. **Plant Operation and Maintenance (line 28). Operation of Plant** consists of the housekeeping activities concerned with keeping the physical plant open and ready for use. It includes cleaning disinfecting, heating, lighting, communications, power, moving furniture, handling stores, caring for grounds, and other such housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly, or seasonal basis. It does NOT include the repairs and replacement of facilities and equipment.

Maintenance of Plant consists of those activities that are concerned with keeping the grounds, buildings, and equipment at their original condition of completeness or efficiency, either through repairs or by replacement of property. It does NOT include the replacement of a total building.

Report Plant Operation and Maintenance expenditures (line 28) only if funds are expended from the library budget for these items.

All fiscal year expenditures from the library budget for the operation and maintenance of plant should be reported in line 28. Include the salaries and wages of plant operation and maintenance staff, as well as the expenditures for contractual services for plant operation and maintenance, for fiscal year 1977.

26. All other Expenditures (line 29). The amount reported here should be the difference between the amount of total expenditures (line 30) and the sum of all itemized expenditures (sum of lines 18 through 28) for fiscal year 1977.

29. Total Expenditures (line 30). This amount should be the sum of lines 18 through 29.

PART IV. LIBRARY RECEIPTS, FISCAL YEAR 1977

30. Receipts from State Sources (line 31). All revenue from funds collected by the State and distributed to the library for expenditure by the library, except for Federal moneys distributed by the State.

31. Receipts from Federal Sources (line 32). All revenue from funds collected by the Federal Government and distributed to library for expenditure by the library, including Federal moneys distributed by the State. Examples include funds from HUD, CETA, LSCA, etc.

32. Other (Specify) (line 33). Identify any moneys which have not been included in lines 31 and 32.

PART V. LIBRARY COLLECTION, FISCAL YEAR 1977

33. Added During the Fiscal Year (column (a)). Report the gross number added. Do NOT subtract the number withdrawn.

34. Book Stock (lines 35 and 36). Report the library's cataloged collection(s) of books and other printed materials that are cataloged in the same manner as books and that are interfiled with, or that may be interfiled with books. For example, a government document or a yearbook that has been cataloged as a book and shelved with books, is to be reported as book stock. Collections of government documents, pamphlets, paperback books, technical reports, manuscripts, memoirs, proceedings, transactions of societies, monographic and publishers' series, etc., that are NOT cataloged in the same manner as books should NOT be reported as book stock. Book stock may be cataloged by the Library of Congress, Dewey Decimal, or any other classification scheme adopted by the library.

35. Volumes (lines 35, 37, 38, and 41) For reporting purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use.

36. Titles (lines 36, 39, 40, 42, 43, 44, 46, and 47). For reporting purposes, a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms.

Report the number of items for which a separate shelflist has been made.

(SHELFLIST: A record of materials in a library, arranged in the order in which the materials stand when they are shelved or stored.) Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been cataloged or recorded separately count as two titles; a set of six items for which six shelflist cards have been made counts as six titles; and two sets of the same edition for which one shelflist card has been made count as one title.

METHOD FOR ESTIMATING THE NUMBER OF TITLES IN THE COLLECTION: A library which does not maintain a title count of its various collections, and that cannot easily count the number of separate shelflist cards, should use the following statistically sound method for estimating this count.

1. Count the number of titles in one inch of the shelflist cards in the shelflist;

2. Repeat step one at random intervals (e.g., count one inch in every foot) throughout the shelflist;

3. Average the number of titles per inch;

4. Multiply the average titles per inch by the number of inches of cards in the shelflist.

37. Separate Government Documents Collections (line 37). A printed government document is any publication in book or serial form bearing a government imprint, e.g., the publications of Federal, State, local, and foreign governments and of world organizations, such as United Nations, European Common Market, etc. Include printed government documents NOT in separate collections, but cataloged in the same manner as books, in lines 35 and 36. Report printed government documents housed in separate collections in line 37.

38. Periodicals (lines 38 through 42). A periodical is a publication constituting one issue in a continuous series under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. Newspapers as well as publications appearing annually or less frequently are included in the definition.

39. Current Periodical Subscriptions (line 40). Report number of titles subscribed to, and not number of individual issues (exclude duplicate subscriptions).

40. Unbound Noncurrent Periodicals (lines 41 and 42). Report the number of volumes and titles of nearly complete sets of back issue which are kept unbound. Include periodical titles NOT reported in line 39 (exclude non-current periodical titles on microforms).

41. Microforms (lines 43 through 45). Microforms are materials that have been photographically reduced in size for storage, protection, and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are microfilm, microcard, and microfiche. These are also called microcopy and microtext.

42. Number of Physical Units of all types of Microforms not reported on lines 43 and 44 (line 45). All microform holdings which are NOT reported on lines 43 and 44 should be reported here. For reporting purposes, each item of microfiche, microfilm and microcards should be counted as "one."

43. Audiovisual Materials (line 46). These are nonbook library

materials which require the use of special equipment in order to be seen and/or heard (exclude microforms; include motion picture films, videotapes, videodiscs, videocassettes, audiodiscs, reel audiotapes, cassette audiotapes, cartridge audiotapes, filmstrips, slide sets, overhead transparency sets, mixed media (multimedia) kits, etc.).

44. All Other Library Materials (line 47). These are nonbook library materials which do not require the use of special equipment in order to be seen and/or heard (include flat pictures, study print sets, maps, charts, etc.).

45. Percentage of Health Science Materials in Collection (lines 48 through 50). These data are requested for the National Library of Medicine, to help them in the development and improvement of a national system of regional medical libraries. A health science collection may be defined as one containing published materials dealing with preclinical sciences, medicine and other related subjects, e.g., environmental health, health care delivery, veterinary medicine, etc.

For libraries using either the Dewey or Library of Congress classification, the principal categories containing health science material are listed below. The listing excludes specific classification numbers for general reference tools such as dictionaries, etc.

DEWEY CLASSIFICATION SCHEME–HEALTH SCIENCES

150-159 Psychology - normal and abnormal

301.41-43 Social Sciences - sex, marriage, and the family

312 Statistics

362 Social, Medical and Mental Welfare

570-579 Life Sciences

590-599 Zoological Sciences

610-619 Medicine

LIBRARY OF CONGRESS CLASSIFICATION SCHEME–HEALTH SCIENCES

BF Psychology, Parapsychology

HB-881-3700 Vital Statistics

HM – HQ Sociology, Social Psychology, the Family, Sex Life

QM, QP, QR Human Anatomy, Physiology, Microbiology

R Medicine

SF 601-1100 Veterinary Medicine and Surgery

TD Sanitary Engineering

UH Military Medicine and Welfare

46. Library Agriculture Collection (lines 51 through 54). These data are requested for the National Agricultural Library to help them in the development and improvement of a national system of regional agriculture libraries. An agricultural sciences collection is defined as one containing recorded materials dealing with animal industry, plant science, agronomy, farming, forestry, rural sociology, agricultural economics, etc. For libraries using the Library of Congress Classification the principal categories are listed as follows. The listing excludes specific classification numbers for general reference tools such as dictionaries, etc.

LIBRARY OF CONGRESS CLASSIFICATION SCHEME–AGRICULTURE

BS 660-687	Comparative psychology
GN 407-410	Anthropology, Food
GN 424-426	Anthropology, Agriculture
HC	Economic History and Conditions, National Production
HD	Land, Agriculture, Industry
HE	Transportation and Communication (relating to agriculture)
HF	Commerce (relating to agriculture)
HG	Finance (relating to agriculture)
HT 401-485	Social Groups, Rural Groups, Rural Sociology
Q	Science
RA 771	Rural Hygiene
RA 784	Personal Hygiene, Nutrition
RA 1250, 1255, 1256	Vegetable and Animal Poisons
S	Agriculture (including Forestry)
TP 368-456	Chemical Technology, Food Poisoning, Manufacture
TS 1950-1982	Manufactures, Animal Product
TS 2120-2159	Manufactures, Cereals and Flour, Milling Industry
TS 2220-2283	Manufactures, Tobacco Industries
TX	Home Economics
UH 650-655	Veterinary Service

PART VI. LIBRARY LOAN TRANSACTIONS AND USE, FISCAL YEAR 1977

47. Direct Circulation to Library Users (line 55). Report the number of transactions of materials charged out to library users by members of your library staff.

48. Interlibrary Loans (lines 56 and 57). These are materials sent in answer to specific title, author, or subject requests made between libraries or library agencies that are NOT under the same administration.

PART VII. LIBRARY PHOTOCOPYING TRANSACTIONS PER TYPICAL WEEK, FALL 1977

These data are requested for the National Commission on New Technological Uses of Copyrighted Works, to help them in fulfilling their responsibilities.

49. Number of Items of Photocopies (lines 58 through 63). Report the total number of items of photocopies per typical week for each transaction category. An item is an article from a periodical or other material, and a chapter in a book or monograph.

50. **Typical Week (lines 58 through 67).** A typical week is a week containing no holidays in which the central or main library is open its regular hours for general users.

PART VIII. NUMBER OF REFERENCE AND DIRECTIONAL TRANSACTIONS PER TYPICAL WEEK, FALL 1977

51. **Total Reference Transactions Per Typical Week (line 64).** Report the total reference transactions per typical week. A reference transaction is an information contact which involves the knowledge, use, recommendation, interpretation, or instruction in the use of, one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable data bases (including computer assisted instruction), catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. A contact that includes both reference and directional services should be reported as one reference transaction. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction. Duration should not be an element in determining whether a transaction is reference or directional.

52. **Total Directional Transactions Per Typical Week (line 65).** Report the total directional transactions per typical week. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of, any information sources other than those which describe that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving directions for locating, within the library, staff, patrons, or physical features; lending pencils, etc.; and giving assistance of a non-bibliographic nature with machines.

PART IX. LIBRARY HOURS AND DAYS OPEN PER TYPICAL WEEK, FALL 1977

53. **Hours Open Per Typical Week (line 66).** This is the total number of hours the library is open in a typical week, and is determined by adding the number of hours the library is open to users for each day of the typical week. Report the total in whole hours only, omit fractions.

54. **Days Open Per Typical Week (line 67).** This is the total number of days the library is open in a typical week, and is determined by adding the number of days the library is open to users for two hours or more for each day of the typical week. Report the total in whole days only, omit fractions.

PART X. LIBRARY PHYSICAL FACILITIES, FALL 1977

55. **Net Area (line 68).** Net area, in square feet, of space assigned for library purposes, is the total space which can be put to use in furtherance of the library's mission. It consists of the sum of all areas on all floors of the buildings that have been assigned to or are used for library functions or purposes. It includes space for readers and reading areas, bookstack and related storage areas for the book collections, audiovisual materials, and other materials, working spaces for staff, space for services to users (include the card catalog), public service desks, copying equipment, audiovisual equipment, other library equipment, aisles between bookstack ranges and library furnishings, and similar useful space. Such space does NOT include vestibules, lobbies, or traffic areas, janitorial or custodial storage or service areas, toilets, elevator or stairway space, building corridors, or similar space not specifically used for library functions.

56. **Shelving Capacity (line 69).** The total length, in feet, of the shelving available for the library materials is determined by adding the length, in feet, of all of the shelves in the bookstack sections and in the audiovisual and other materials sections. Only the shelves used for shelving the regular collections should be counted. Such shelving does NOT include shelves for materials-in-process in technical services areas, staging or storing shelves in the circulation areas, shelves serving as bookcases in areas, and shelves in receiving rooms used for storing transient materials.

57. **Seating Capacity (line 70).** The number of seats available for the library users should be given for the library as a whole, including: general reading area seats, lounge seats, group study seats, audiovisual area seats, other materials seats, study carrels, study area seats, typing room seats, seminar room seats (when available on an open basis), etc. Seats at index tables, card catalog reference tables, and other "non-study" seats should not be counted in the total, nor should seats in locked rooms not normally open to library patrons, such as auditorium and general meeting room seats.

PART XI. CLASSIFICATION SYSTEM USED FOR NEW ACQUISITIONS, FALL 1977

58. **Classification System (line 71).** A design for arranging books and other materials according to subject or form.

PART XII. PARTICIPATION IN COOPERATIVE ARRANGEMENTS AND/OR NETWORKS, FALL 1977

59. **Cooperative Arrangements and/or Networks, Fall 1976 (lines 72 and 73).** A cooperative arrangement is a group of independent and autonomous libraries banded together by informal or formal agreements or contracts which stipulate the common services to be planned and coordinated by the directors of the cooperative system. A network is a formal organization among libraries, for cooperation and sharing of resources, usually with an explicit hierarchial structure, in which the group as a whole is organized into subgroups with the expectation that most of the needs of a library will be satisfied within the subgroup of which it is a member.

60. **Does Your Library Participate in Cooperatives and/or Networks with Libraries of Other Institutions and/or Agencies? (line 72).** Check appropriate response.

61. **If answer to line 72 above is "YES," give name and location of the cooperative and/or Networks (line 73).** If your library participates in more than twelve cooperative arrangements and/or networks, continue the answer to this item on an attached sheet.

* U.S.G.P.O. 726-598/1302-1414